IBM

Magnetic Tape
Selectric® Typewriter

Two Tape Stations

(Code Conversion)

IBM

Magnetic Tape
Selectric® Typewriter

Table of Contents

TO THE STUDENT:

You will notice this book is different from the ordinary "How-to-Do" manual. It is a "self-teach program" written so you can teach yourself to use the Magnetic Tape "Selectric" Typewriter (MT/ST).

With this book, you are both the teacher and the student. As the teacher, you will decide how quickly you can cover the material confidently. As the student, you will find a small amount of "telling" and a lot of "doing." Looking at the illustrations will help you learn. Once you learn something new, there immediately will be a chance to try it on the MT/ST. The success of your learning is based on your using the MT/ST as you work through the book.

Before you begin the program, gather these supplies:

 This book
 2 Tape Cartridges
 Pencil
 Large stack of inexpensive paper or continuous
  paper

FOLLOW THESE GUIDELINES:

- Read every page unless otherwise directed. The information is presented in small, easy steps. Follow the directions carefully.
- Answer the questions. (You don't have to write the answers; just decide what they should be.) The correct answer to each question is at the bottom of the page.
- Do each practice exercise—type the copy line for line as it appears in the book. Follow the directions exactly as they are given. Repeat an exercise only if it will help you learn.
- Experiment if you wish. You can't hurt the MT/ST by pushing buttons or turning dials.
- Review any time you wish. The green sheets are provided to help you do this. You should be reasonably confident of the previous material before going ahead.
- If you have a question:

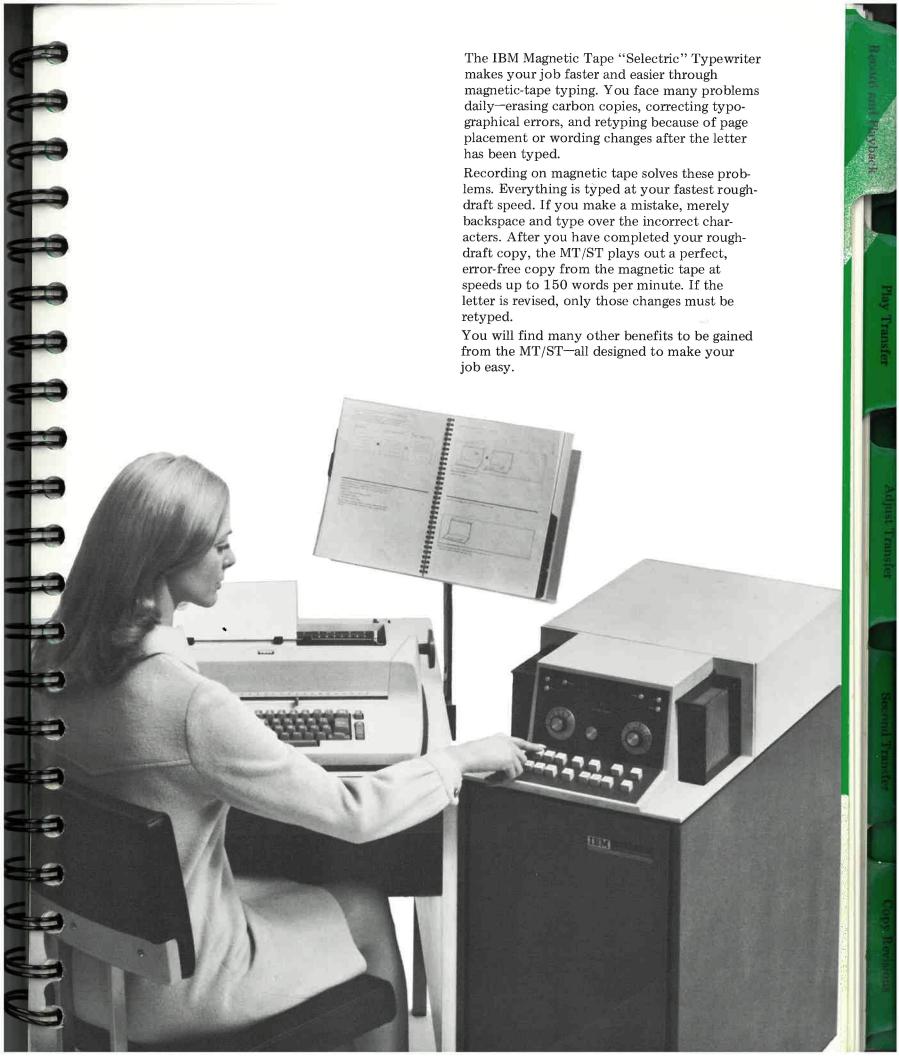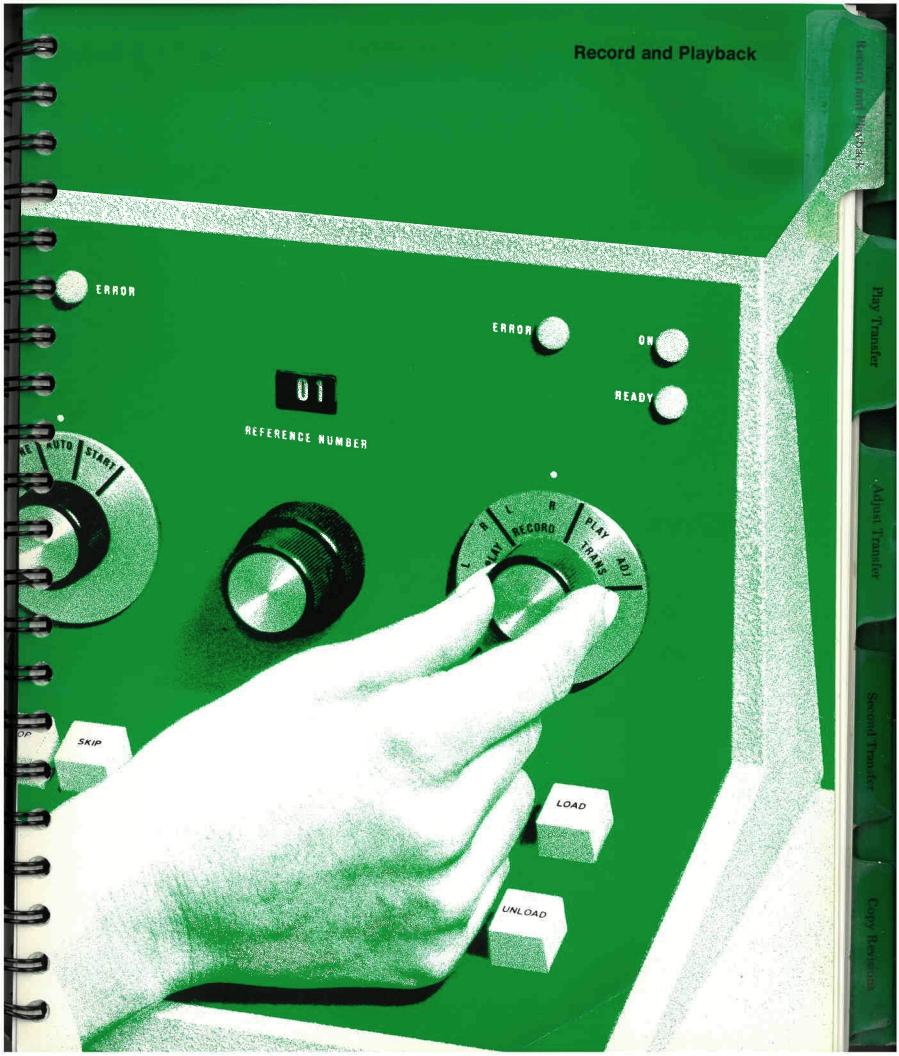 Use this book as a reference. (The Index is on pages 175-177.)

 Use the WHAT HAPPENED? booklet and the card located in the back of the book.
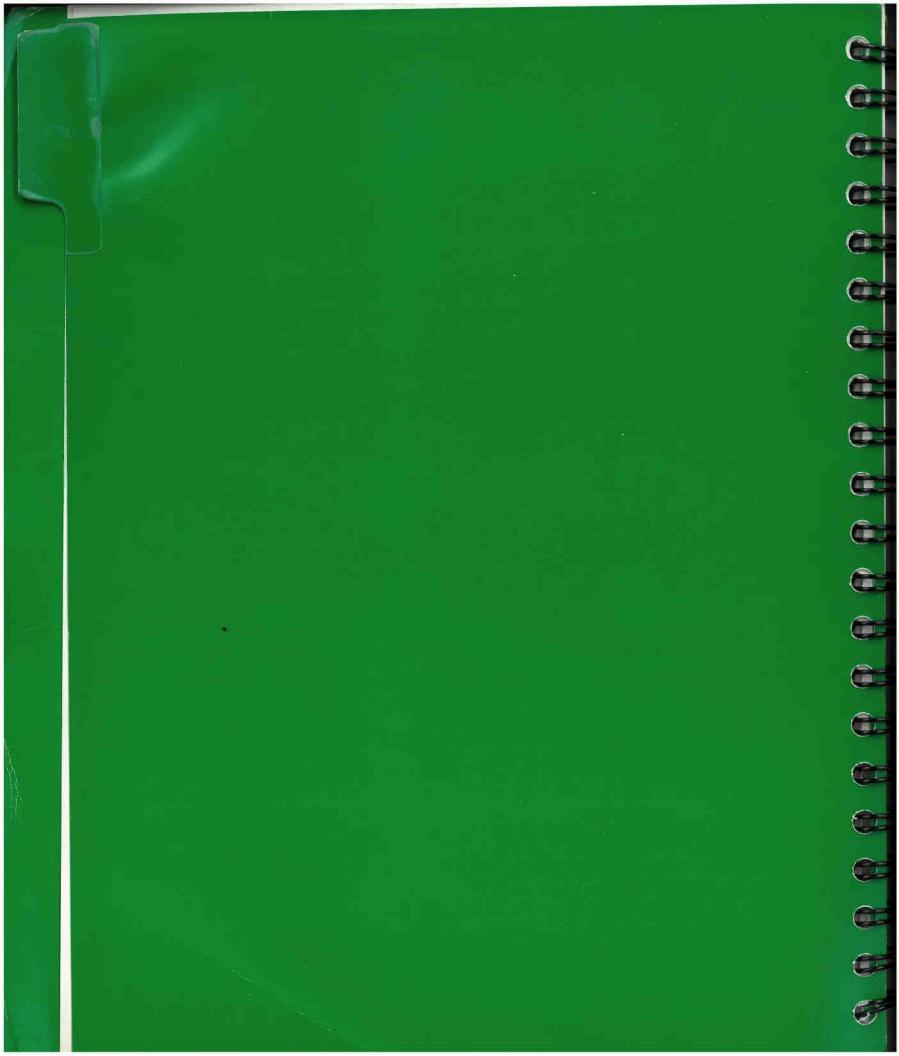
 If you don't find the answer, call your IBM Marketing Support Representative.

- Certain sections of material are required for every MT/ST operator, but your work may not require you to cover the whole book. If not, you will be told which specialized sections you may omit.

The IBM Magnetic Tape "Selectric" Typewriter makes your job faster and easier through magnetic-tape typing. You face many problems daily—erasing carbon copies, correcting typographical errors, and retyping because of page placement or wording changes after the letter has been typed.

Recording on magnetic tape solves these problems. Everything is typed at your fastest rough-draft speed. If you make a mistake, merely backspace and type over the incorrect characters. After you have completed your rough-draft copy, the MT/ST plays out a perfect, error-free copy from the magnetic tape at speeds up to 150 words per minute. If the letter is revised, only those changes must be retyped.

You will find many other benefits to be gained from the MT/ST—all designed to make your job easy.

ERROR

ERROR

ON

READY

01

REFERENCE NUMBER

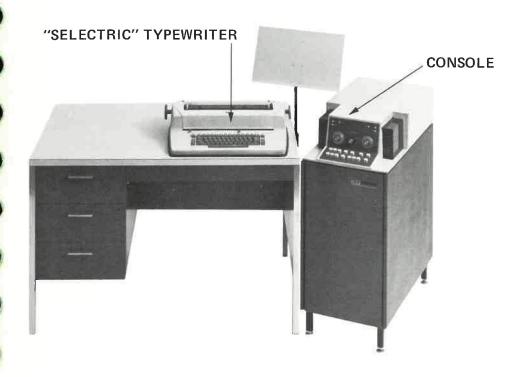AUTO START

L R R PLAY

PLAY RECORD TRANS ADJ

SKIP

LOAD

UNLOAD
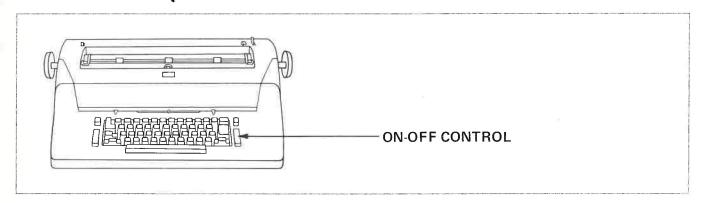
This is the Magnetic Tape "Selectric" Typewriter — often called the MT/ST. The MT/ST has two parts: the "Selectric" Typewriter and the Console.

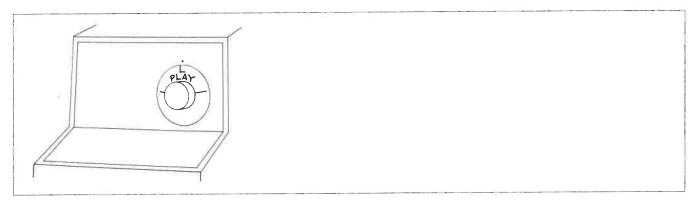**"SELECTRIC" TYPEWRITER**

CONSOLE

The typewriter and the console are both turned on by using the ON-OFF CONTROL on the typewriter.
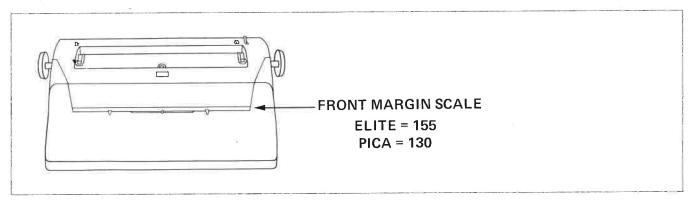
ON-OFF CONTROL

Turn on the MT/ST.

Notice the On Light on the Console is now lighted.

When making typewriter adjustments, the Right Dial on the
Console must be set in PLAY.

Set the Right Dial on PLAY L.

The last number on the Front Margin Scale of your typewriter
will tell you if you have an elite or pica typewriter.

FRONT MARGIN SCALE
ELITE = 155
PICA = 130

Make the following typewriter adjustments:
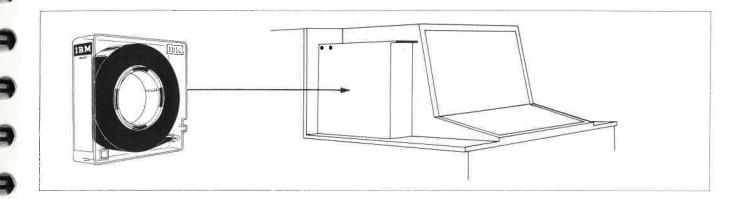
Elite	Pica
Margins at 20 and 85	Margins at 10 and 75
Paper Guide at Zero	Paper Guide at Zero
Single Spacing	Single Spacing
Tabs set every fifth space	Tabs set every fifth space
(25, 30, 35, 40, 45, etc.)	(15, 20, 25, 30, 35, etc.)
Insert a sheet of paper	Insert a sheet of paper
Return the Carrier to the	Return the Carrier to the
left margin.	left margin.

(The practice exercises will fit these tab settings. Be sure to leave the tabs set
while working through the book.)

You will be using a magnetic tape. The Tape Cartridge fits on a
Tape Station on the Console.
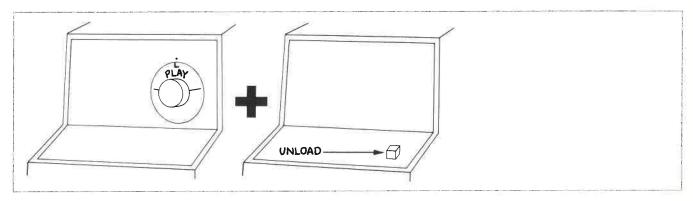
The MT/ST has two Tape Stations. Both Tape Stations operate in
the same manner.

LEFT TAPE STATION   **RIGHT TAPE STATION**
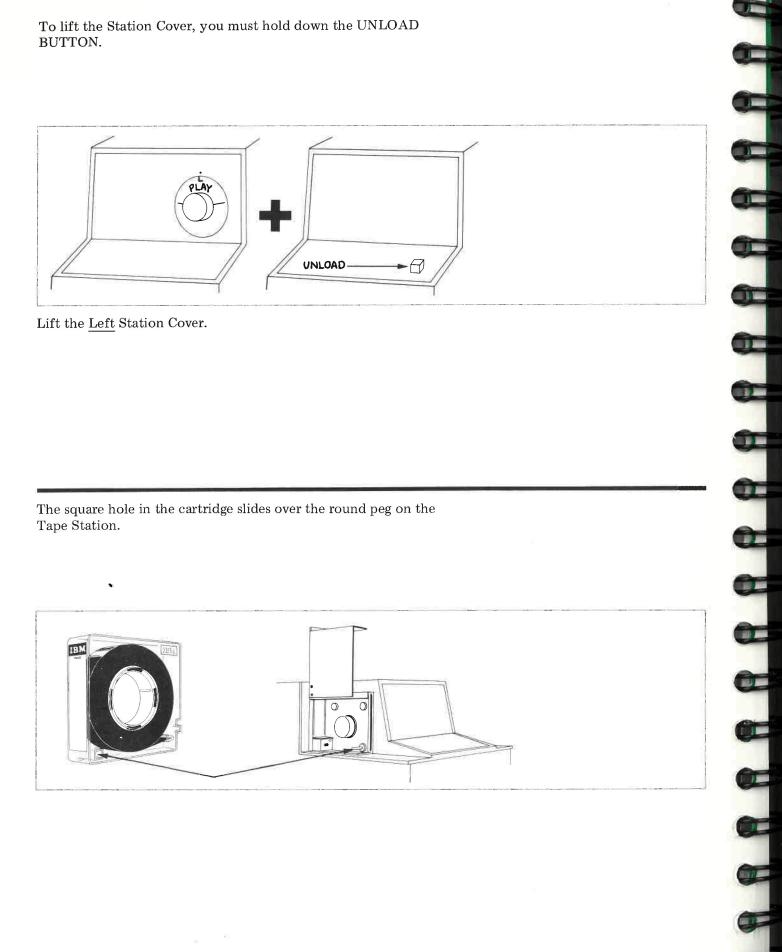
Because the LEFT TAPE STATION is located on the operator's
side of the Console, it is often used for everyday work.

To lift the Station Cover, you must hold down the UNLOAD
BUTTON.
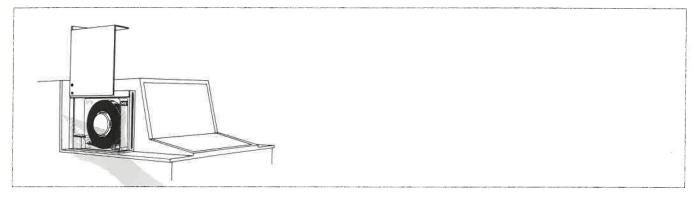
Lift the <u>Left</u> Station Cover.

The square hole in the cartridge slides over the round peg on the
Tape Station.
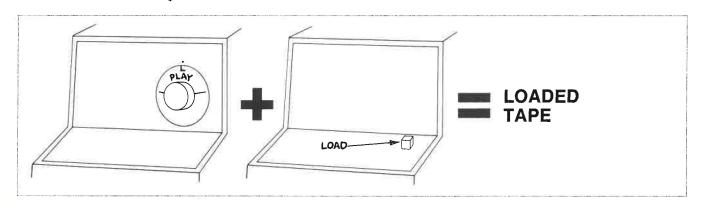
Rest the cartridge on the outside edge of the Tape Station. Using the flat of your hand, push the cartridge firmly until you feel it snap into place.

Wiggle the cartridge off and practice inserting it into the Tape Station two or three times.
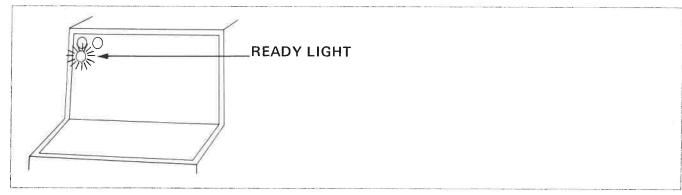
Once it is firmly in place, close the Station Cover.

You are ready to load the tape into the Console.
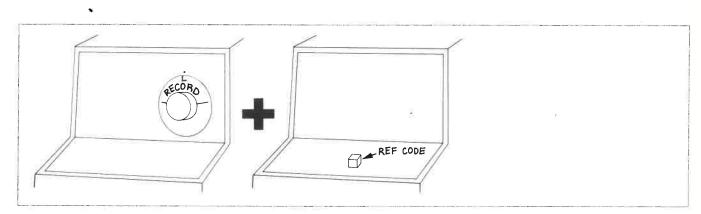
Depress the LOAD BUTTON once and release it.

Look at the READY LIGHT on the left side of the Console.

Only when the cartridge is inserted and the tape is loaded does the
READY LIGHT come on.

After the tape is loaded, you must mark the beginning of the tape.
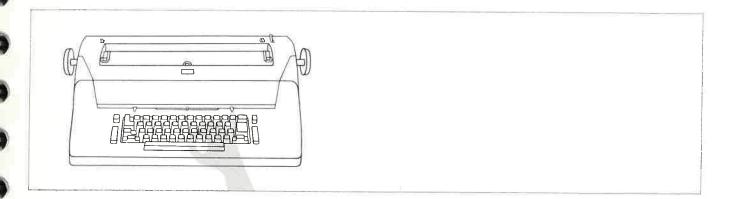
Turn the Right Dial to RECORD LEFT (RECORD L).*
Depress the REF CODE Button on the Console once.
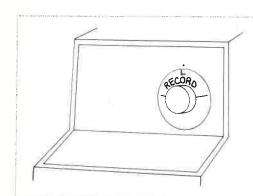
*NOTE: If the Error Light on the Console should come on, refer to the
          Error Light section of the WHAT HAPPENED? booklet

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Recording on magnetic tape allows you to type at your very fastest speed because you do not have to worry about typing errors. You may now strike over your mistakes.

When you make a typing error, just backspace to the error. Then type everything again from that point.

Before any material can be recorded on the tape, the MT/ST must be set to Record.

Check to see that the Right Dial is set on RECORD LEFT (RECORD L).

(You may notice an unusual sound or echo when you are recording. This is a normal sound and may be used as a check on whether or not you remembered to set the Right Dial in Record.)
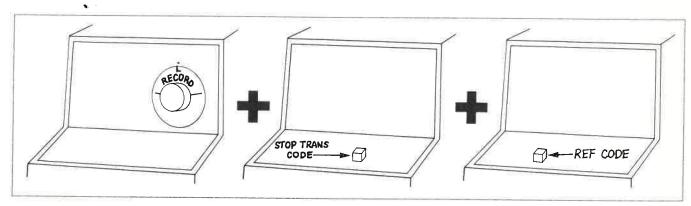
1. Type the exercise below line for line.
2. Backspace and strike over any typing errors. Then retype everything from that point. Once you have Carrier returned, ignore any errors you did not catch.
3. Carrier return (CR) twice after the last word in the exercise.
4. Relax!

> The mailing could consist of a letter announcing a new product, describing its uses and listing prices. I think we could also include the announcement photograph of the product. The letters should be received by the customers on the morning of the radio, television, and newspaper announcement. CR
> CR

NOTE: If the keyboard should lock up and the Error Light on the console come on while you are recording, refer to the Error Light section of the WHAT HAPPENED? booklet.

The MT/ST must be told two things at the end of each recorded section of material:
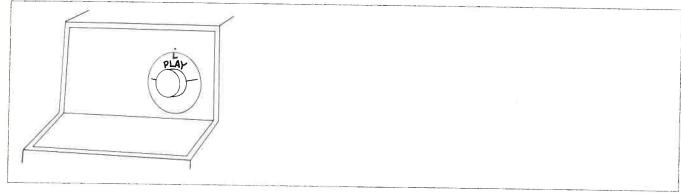
1. Playback should stop here.
2. This is the end of a section.

Depress the STOP TRANS CODE Button.
Depress the REF CODE Button.
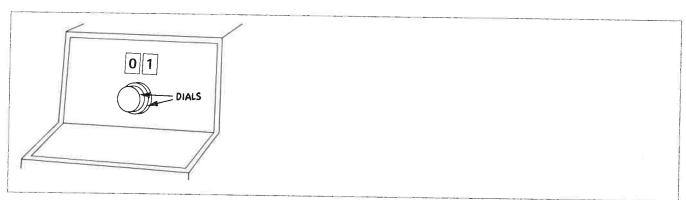
Notice that these two codes did not print on your paper, even though they recorded on the tape.

NOTE: When operating your MT/ST, keep all personal items (such as bracelets, fingers, hair) away from the open part of the typewriter.

Now you will play back the exercise you recorded on the tape.
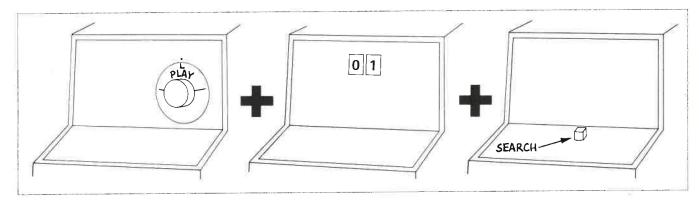
Turn the Right Dial to PLAY LEFT (PLAY L).

You have Exercise 1 recorded.
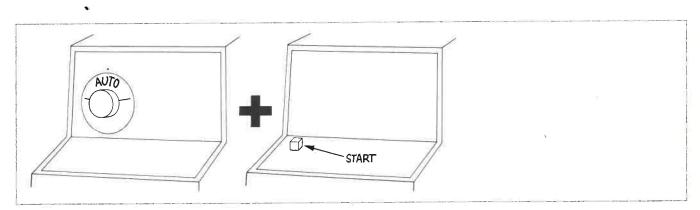
Using the two black dials, move the number in the Reference
Number Window to 01.

Now the tape must be moved back to the beginning of the exercise.
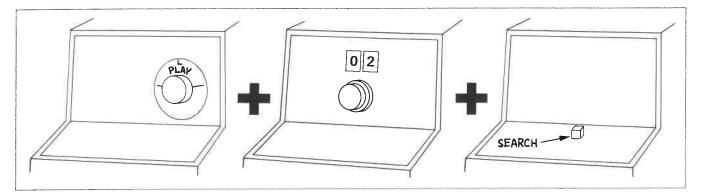
Depress the SEARCH BUTTON.

Listen for the noise.
Watch the Ready Light flash off and on.

Turn the Left Dial to AUTO.
Depress the START BUTTON.

NOTE: If the keyboard should lock up and the Error Light on the Console
come on while you are playing back, refer to the Error Light
section of the WHAT HAPPENED? booklet.

You are now ready to record a second exercise.

Dial 02 in the Reference Number Window.
Depress the Search Button.
When the noise stops, turn the Right Dial to RECORD LEFT
(RECORD L).

EXERCISE 2
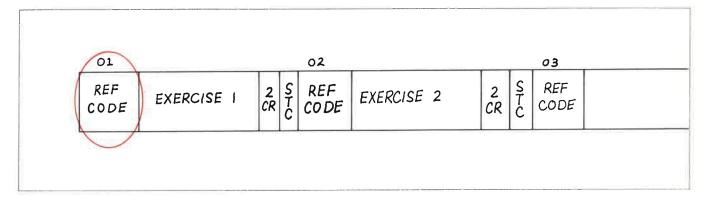
1. Type the exercise line for line, including the misspelled words
   and errors.
2. When you reach the ▼, backspace to the misspelled word or
   error and retype all the characters from that point. (If you back-
   space too far, you must retype everything from where the
   Carrier is stopped.)
3. Record 2 Carrier returns (CR), a Stop Trans Code (STC), and
   a Ref Code after the last word of the exercise.

A principal quelity ▼ of a good secretary is efficiency.   The
busy secretary is required every day to handle al sorts ▼ of
papers.   One way to alleviate the shurtage ▼ of secretaries
is to free them from the burden of time-consuming chores,
and shortcuts will help do this. 2 CR
                                 STC
                                 REF CODE

Play back the exercise:
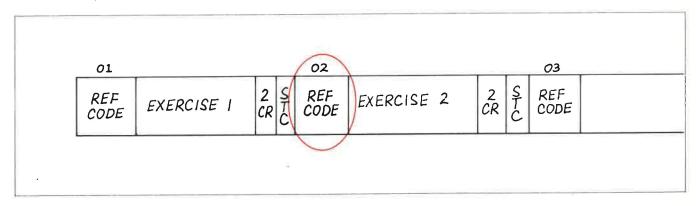
1. Right Dial in PLAY LEFT (PLAY L).
2. Dial 02 in the Reference Number Window.
3. Depress the Search Button.
4. When the noise stops, depress the Start Button.

Reference Codes are used to divide sections of material on the tape.

You recorded a Reference Code (Ref Code) on the tape during the loading process. This was the first Ref Code on the tape:

01				02				03	
REF CODE	EXERCISE 1	2 CR	S T C	REF CODE	EXERCISE 2	2 CR	S T C	REF CODE	

This prepared the tape for the first section of material you recorded (Exercise 1).

You ended Exercise 1 with a Ref Code:

01				02				03	
REF CODE	EXERCISE 1	2 CR	S T C	REF CODE	EXERCISE 2	2 CR	S T C	REF CODE	

This prepared the tape for Exercise 2.

You ended Exercise 2 with a Ref Code.

01				02				03	
REF CODE	EXERCISE 1	2 CR	S T C	REF CODE	EXERCISE 2	2 CR	S T C	REF CODE	

This prepared the tape for the next material to be recorded.

Preparing the tape should become a recording habit — end each section of material by recording:

2 CR
STC
REF CODE

You recorded and then played back each of the first two exercises. If you have more than one section of material to be recorded, it is faster and easier to record them all, one after another, before playing any of them back.

1. Set up the MT/ST to record the following exercises.

    a) Right Dial in PLAY LEFT (PLAY L).

    b) Dial 03 in the Reference Number Window.

    c) Depress the Search Button.

2. Turn Right Dial to RECORD LEFT (RECORD L).

3. Record the exercises one after another.

    Do not search or change the number in the Reference Number Window between exercises.

4. Remember to type to the ↓, then backspace to the error and retype everything from that point.

EXERCISE 3

```
If pages or envelopes cause little cuts onyour↓ fingers,
use a bit of cellophane tape on that portoin↓ of the
finger where the sharp edges hit. 2CR
                                   STC
                                   REF CODE
```

EXERCISE 4

```
If you must tipe a↓ return address, let the paper bail hold
the envelope in place by lifting up the flap.  This will
eliminate "gost"↓ characters.  2 CR
                               STC
                               REF CODE
```
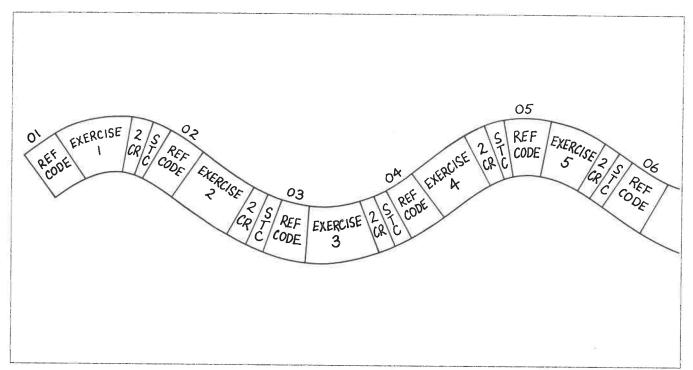
EXERCISE 5

You must backspace one space at a time when you are close to the Left Margin to avoid backing the tape up into the previous line.

```
Before removing a letter, drop the envelop between↓ the
litter and↓ the platen.  When you remove the letter, the
envleope↓ will be in the correct position. 2 CR
                                            STC
                                            REF CODE
```

Your tape now looks like this:
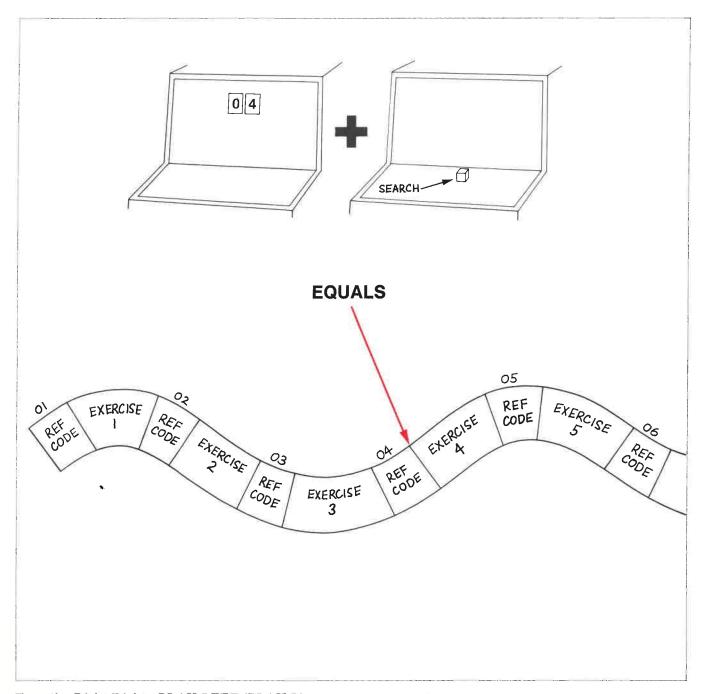
Ref Codes act like page numbers on the MT/ST. The first Ref Code
is followed by Exercise 1, the second Ref Code is followed by
Exercise 2, etc.

Why is the tape following the sixth Ref Code blank?

Answer: You have only recorded five sections of material.

The MT/ST finds sections of material for playback by searching for Ref Codes. The number in the Window only tells the MT/ST which piece of material you are going to search for.

You must depress the Search Button to make the MT/ST actually go to that material on the tape.

EQUALS

Turn the Right Dial to PLAY LEFT (PLAY L).

Dial 04 in the Window. Depress the Search Button. When the noise stops, depress the Start Button.

Did Exercise 4 play back? If not, reread page 14 and rerecord exercises 3-5.

Play back exercise 5.
Play back exercise 3.

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Batch Recording and Playback

Pretend you are in your office two weeks from today. Your boss, Mr. Samuals, comes running out of his office at 10:30 with four memos he needs immediately.

You will get these letters finished faster by "batching" them. This means recording several letters or projects one after another before searching or playing anything back.

Because you do not need to save the exercises you have recorded on the tape, you will erase these exercises by recording the following letters over them.

1. Search Ref Code 01. (Turn to PLAY L, dial 01 in the Window, and depress the Search Button.)

2. Turn the Right Dial to RECORD LEFT (RECORD L). Record these letters one after another. (Do not search between letters.) Use a separate sheet of paper for each letter.

3. Take advantage of magnetic recording; relax and type fast. Backspace fast, too.*

4. Do not worry about typing errors you do not catch immediately. You will soon learn how to correct them.

*The only time you backspace carefully is when you are near the left margin.

Date

Memo to: Richard Suhr

Subject: Centervale Market

I have considered the points we discussed last Thursday at our
meeting. Because QWER-TV is an important advertising vehicle
for Benton in the Centervale market, we will go ahead with the
new plans.

Our new rate card and the copy of the program guide for this
month are available. I will call you next Wednesday to discuss
our advertising budget and help outline a test schedule.

Robert Samuals
2 CR
STC
REF CODE

Date

`

Memo to: John Hildebrand

Subject: Furniture Purchases

I've sent a copy of the purchasing list for regulation filing
equipment to your department. When you review it, you will
notice that a variety of desks, typing tables and chairs have
been added to the list.

This will give you a chance to think about your furniture and
equipment requirements for the new building before the meeting
next Monday.

Robert Samuals
2 CR
STC
REF CODE

Date

Memo to: Walter Powell

Subject: Department Procedures Survey

Thank you for reminding me of our approaching deadline. Bill
Parry will be in your department Tuesday morning, February 2,
to begin the survey.

You have a list of the data he will need to begin. If it can
be available when he arrives, he can complete his work with a
minimum of interruption to your staff.

Robert Samuals
2 CR
STC
REF CODE

Date

        `

Memo to: William Johnson

Subject: Employee Gifts

Each year the problem arises of gifts or favors to our people
from outside suppliers. Would you remind your staff to be
especially watchful in their relationships with the sales
people from the companies with which we deal.

Each order we send them shows that we are satisfied with their
ability to supply good materials and service. Our relationship
with these people will be strongest if it is kept on a sound
business basis. You can contribute by seeing that no favors
of any kind are ever given to our employees.

Robert Samuals
2 CR
STC
REF CODE

Here is a method of logging or keeping track of material you have recorded on tape.
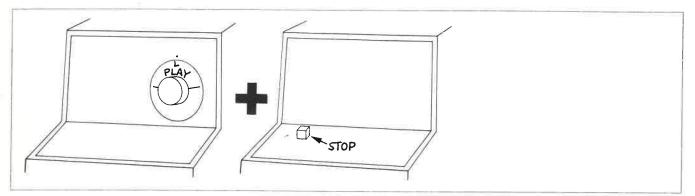
```
                    LOG

    REF CODE                MATERIAL

        01              Suhr memo
        02              Hildebrand memo
        03              Powell memo
        04              Johnson memo
        05
        06
        07
```

You have just finished recording the four memos for Mr. Samuals when he appears at your desk looking a little frantic. He must have the Johnson and Hildebrand memos right away.

1. Insert bond paper in the typewriter.

2. A Reminder Card with the steps for playback is in the back of the book. Take this card out and place it by your typewriter.

3. Using the Reminder Card and the log above, play back the two memos he needs first.

4. Then play back the other memos.

Occasionally it will be necessary to stop playback on the MT/ST immediately. For example:

- to answer the telephone
- to insert a clean sheet of paper
- to help a customer or another employee

To stop playback immediately, depress the STOP BUTTON.
Do not use the On-Off Control.

Search Ref Code 02.
Depress the Start Button.
After a few lines have played back, depress the STOP BUTTON.

Play back the rest of the letter and practice using the Stop and Start Buttons several times.

FOR REVIEW:

- RECORDING

  Right Dial must be set in RECORD to record material on the tape.

  Use the Backspace Key to correct a typing error. Backspace to the error and retype.

  If you backspace beyond your error, you must retype everything from where the Carrier is stopped.

  Backspace carefully and slowly near the left margin.

  Codes record on the tape but do not print on your paper.

  End each section of recorded material with 2CR/STC/Ref Code.

  It is faster and more convenient to "batch record" material when possible. Remember, do not turn the number in the Reference Number Window or search between projects.

- PLAYBACK

  Set the Right Dial in PLAY to:

    - make typewriter adjustments
    - search for material
    - play back material

  To locate a section of material:

    1. Right Dial in PLAY.
    2. Dial the desired Ref Code number in the Reference Number Window.
    3. Depress the Search Button.

  Use the Stop Button to stop playback immediately.

  Use the Reference Number Window only when searching.

- LOADING A TAPE
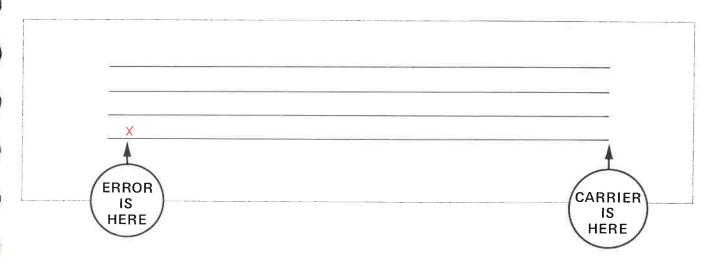
  Use the Reminder Card in the back of the book when loading a tape.

- ERROR LIGHT
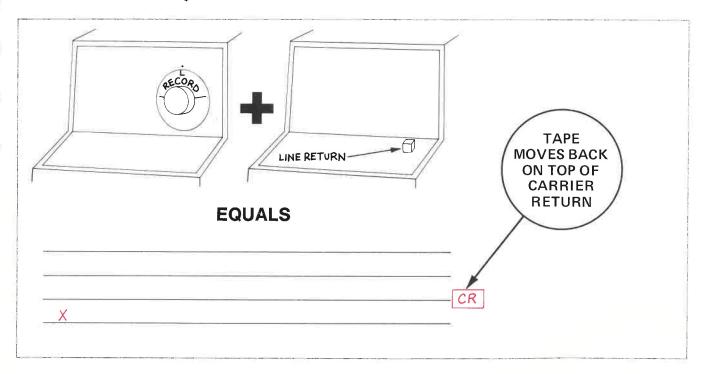
  Refer to the Error Light section of the WHAT HAPPENED? booklet

Up to now you have used the Backspace Key for all corrections. Sometimes it is inconvenient or impossible to use the Backspace Key.

For example, assume you discover an error at the beginning of the line you have just typed.

ERROR IS HERE

CARRIER IS HERE

You can use the LINE RETURN BUTTON for this correction. The Line Return is like a "big backspace." When you depress the Line Return Button, the tape moves back to the last Carrier return.

RECORD

+

LINE RETURN

TAPE MOVES BACK ON TOP OF CARRIER RETURN

EQUALS

CR

After you Line Return, you must Carrier return . . .

RERECORD
THIS
CARRIER
RETURN

X

CR

and retype the line.

The Carrier does not move when you Line Return:

TAPE
MOVES
BACK
HERE

Generally, most of the people in this company are busy with CR
ther daily business life and seldom have any time to

CARRIER
DOESN'T
MOVE

Thus, when you Carrier return and retype, both the incorrect and
the correct lines will appear on your paper.

CARRIER
IS
HERE

Generally, most of the people in this company are busy with
ther daily business life and seldom have any time to
their daily business life and seldom have any time to visit

24 However, only the correct line is recorded on tape.

LINE RETURN EXERCISES

1. Search to Ref Code 01. (Use the Reminder Card for help.)
2. Record line for line (including any misspelled words) until
   your Carrier reaches the⬇. Then . . .

   Line Return *(LR)*
   Carrier return *(CR)*
   Retype *(R)*
3. Follow these directions exactly. *(LR/CR/R)*
4. Do not roll your paper back. If your typed copy looks strange,
   don't worry; your tape will be correct.

EXERCISE 1 — Error at Beginning of Line

```
        Generally, most of the people in this company are busy with
        ther daily business life and seldom have any time to⬇(LR/CR/R)
        their daily business life and seldom have any time to visit
        with other people in their field and discuss the problems
        thatwe all face today.  They welcome, therefore, the⬇
        that we all face today.  They welcome, therefore, the chance
        to learn what business and industry are doing about these
        problems. 2 CR
                    STC
                    REF CODE
```

EXERCISE 2 — Incorrect Wording

```
        This personnel training program which our general sales manager
        tried so hard to organize a few years ago finally⬇(LR/CR/R)
        organized finally became one of the best in the country for
        salesmen, and many personnel people asked him to solve their
        organization's problems.  After several months he⬇
        training problems.  After a year or two, he began selling and
        wrote a book about selling.  His book, plus his excellent sales
        record, has made him an outstanding authority in his field⬇
        record, have created one of the most outstanding authorities
        of our country on salesmanship. 2 CR
                                          STC
                                          REF CODE
```

Play back Exercises 1 and 2. If they play back incorrectly, repeat
the exercises.

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Sometimes you may discover an error just <u>after</u> you Carrier
return:

```
        of life insurance.  Your inquiry has been turned over to our
        Austin agent, Mr. Jack Smith, Jr., and we have (sugested) that he
```

CARRIER
IS ON A
BLANK
LINE

To correct this error, you must Line Return <u>twice</u> . . .

```
        of life insurance.  Your inquiry has been turned over to our [CR]  ②
        Austin agent, Mr. Jack Smith, Jr., and we have (sugested) that he [CR]  ①
```

Carrier return once, and retype the line.

Your paper will look like this:

```
        of life insurance.  Your inquiry has been turned over to our
        Austin agent, Mr. Jack Smith, Jr., and we have sugested that he

        Austin agent, Mr. Jack Smith, Jr., and we have suggested that he
```

When you discover an error just after you Carrier return . . .

CARRIER IS ON A BLANK LINE

```
of life insurance.  Your inquiry has been turned over to our
Austin agent, Mr. Jack Smith, Jr., and we have (sugested) that he
```

Line Return twice . . .

```
of life insurance.  Your inquiry has been turned over to our CR  (2)
Austin agent, Mr. Jack Smith, Jr., and we have (sugested) that he CR  (1)
```

then Carrier return.

If you forget to Carrier return before retyping, your playback
will look like this:

```
of life insurance.  Your inquiry has been turned over to ourAustin agent, Mr. Jack S
```

1. Search to Ref Code 03. (Use the Reminder Card for help.)
2. Record until your Carrier reaches the ▼, then . . .

> Line Return twice *(LR/LR)*
> Carrier return *(CR)*
> Retype *(R)*

EXERCISE 3 — Error in Preceding Line

```
We appreciate your writing us for information on the advantages
of liffe insurance.  Your inquiry has been turned over to our
Austin ▼(LR/LR/CR/R)
of life insurance.  Your inquiry has been turned over to our
Austin agent, Mr. Jack Smith, Jr., and we have sugested that he
▼
Austin agent, Mr. Jack Smith, Jr., and we have suggested that he
telephone you soon.  Mr. Smith is eminently qualified to give
you the complete story. 2 CR
                         STC
                         REF CODE
```

Listen to the sound of Line Returning. A short "blip" means the
tape has backed up a Carrier return. A longer "buzz" means the
tape has backed up a line of typing and a Carrier return.

EXERCISE 4 — Carrier Return by Mistake

```
Our sales staff is ready to assist you by providing fast and
convenient s
▼ (LR/LR/CR/R)
convenient service.  You will enjoy selecting from our quality
line o
▼
line of smart fashions for every occasion.  With so many
exquisite styles to choose from, we know it is sometimes
difficult to decide just what you want. 2 CR
                                        STC
                                        REF CODE
```

Play back Exercises 3 and 4. If they play back incorrectly, repeat
them.

Sometimes you may accidentally Carrier return twice, rather
than once:

```
        Redclay National Forest nestles between the Two Sisters Mountains
        against the backdrop of the Pacific Ocean.  On quiet evenings CR
                                                                        CR
```

CARRIER
IS 2 CARRIER
RETURNS
DOWN ON A
BLANK
LINE

To correct this error, you must Line Return twice . . .

```
        Redclay National Forest nestles between the Two Sisters Mountains  (2)
        against the backdrop of the Pacific Ocean.  On quiet evenings CR
                                                                      CR    (1)
```

Carrier return once, and continue typing.

Your paper will look like this:

```
        Redclay National Forest nestles between the Two Sisters Mountains
        against the backdrop of the Pacific Ocean.  On quiet evenings


        one can hear the faint lapping of the tides accompanied by the
        sounds of the forest.  Daytime brings a whirl of activity--snow
```

FOLLOW THE DIRECTIONS BELOW.

1. Search to Ref Code 05.
2. Record until your Carrier reaches the ▼, then . . .
   Line Return twice *(LR/LR)*
   Carrier return once *(CR)*
   Continue typing

EXERCISE 5 — Carrier Return Twice by Mistake

> Redclay National Forest nestles between the Two Sisters Mountains
> against the backdrop of the Pacific Ocean. On quiet evenings
>
> ▼ *(LR/LR/CR)*
> one can hear the faint lapping of the tides accompanied by the
> sounds of the forest. Daytime brings a whirl of activity--snow
>
> ▼
>
> and water skiing, hunting, fishing, canoeing and boating,
> hiking, horseback and mule riding or just relaxing and enjoying
> Nature's wonderland. *2CR*
>   *STC*
>   *REF CODE*

Play back Exercise 5. If it plays back incorrectly, repeat it.

NOTE: Never Line Return more than three lines to correct an error.
       You will learn another way to correct these errors in a later section.

BE SURE TO FOLLOW THE DIRECTIONS EXACTLY.

1. Search to Ref Code 06.
2. Record until your Carrier reaches the ▼, then . . .
   Line Return once (LR)
   Record the missing character or characters indicated in [ ]
   Carrier return and continue typing (CR)
3. If your typed copy looks strange, don't worry; your tape will
   be correct!

EXERCISE 6 — Omitted Character(s) at End of Line

Although increased profits may be marginal during the first
few months, I think you will agree that the system should
▼(LR[,] CR)
with proper implementation, provide long-range increased
profits. Please complete the two enclosed questionnaires
about your present billing methods and have them ready fo
▼(LR[r] CR)
Mr. Jordan.

Today the committee met to make their final decision. W
▼[e]
thoroughly reviewed every possible advantage or disadvantage
of the plan to the company. Neither time nor cost was
▼[s/an]
object. In fact, several of the members were altogether
amazed at the chance of receiving expedited delivery on thi
▼[s]
type of service. 2 CR
                STC
                REF CODE
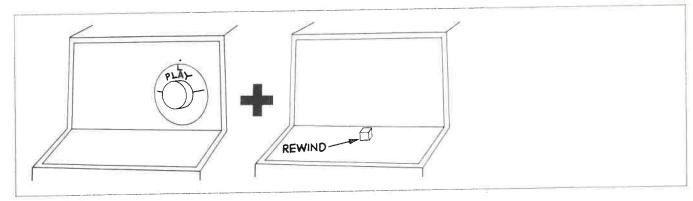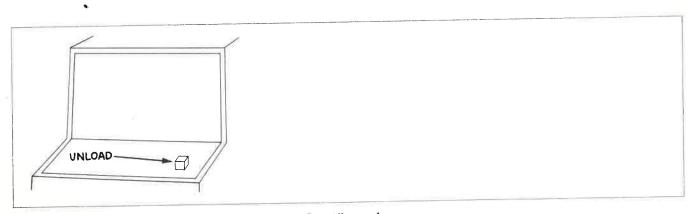
Play back Exercise 6. If it plays back incorrectly, repeat it.

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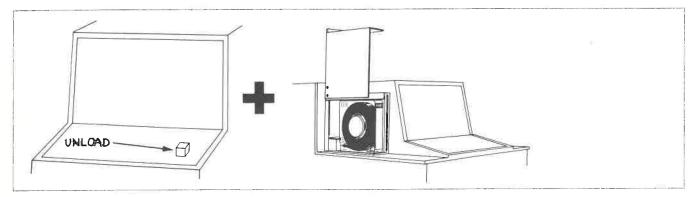The first step in removing a tape is rewinding it.

Depress the REWIND BUTTON.
Listen for the noise.

After the noise stops, the next step is unloading the tape.

Depress and hold down the UNLOAD BUTTON until you hear a
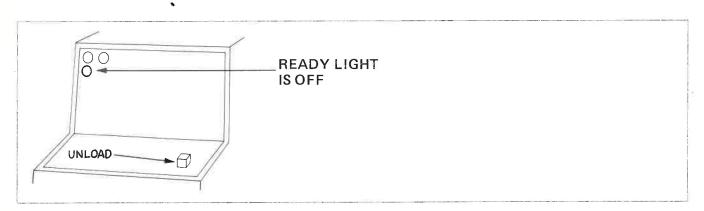"thump" and the Ready Light goes out.

Once the Ready Light is off, the last step is to lift the station cover and remove the cartridge.

Hold down the UNLOAD BUTTON again and lift the station cover.

Wiggle the tape cartridge off the MT/ST and close the station cover.

REMEMBER, when removing a tape . . .
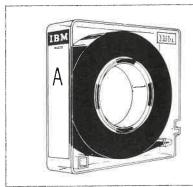
. . . make sure the READY LIGHT is <u>off</u> before trying to lift the station cover

AND

hold down the Unload Button to release the station cover.
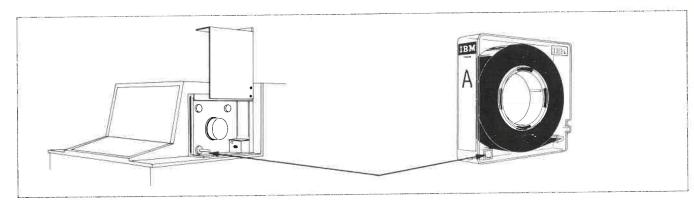
If you do not do this, you could damage the tape when removing it.

Most offices keep a supply of tape cartridges for use on the MT/ST.
To identify each tape, mark a number or a letter on the tape label.

Mark an "A" on the label of the cartridge you just removed.

In the next exercises you will be using the Right Tape Station. It
operates in the same manner as the Left Tape Station.

Just as you used PLAY L and RECORD L when the tape was
loaded on the left station, you will use PLAY R and RECORD R
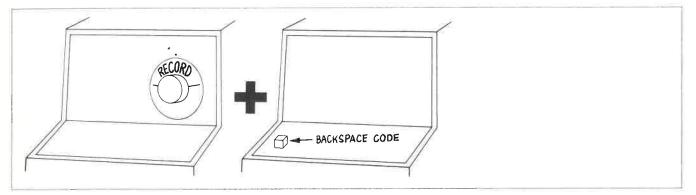when the tape is loaded on the right station.

Load Tape "A" on the Right Tape Station using the instructions
below.

1. Set the Right Dial on Play R.

2. Hold down the UNLOAD Button and lift the station cover.

3. Insert the tape cartridge and close the station cover.

4. Depress the LOAD Button once.

5. Turn the Right Dial to RECORD R.

6. Depress the Ref Code Button once.

When typing on an ordinary typewriter, you use the Backspace Key to underscore and center words. You cannot use the Backspace Key for underscoring and centering when recording on the MT/ST.

Use the BACKSPACE CODE BUTTON to back up the Carrier when recording underscored words.

To record underscored words:

1. Type the characters.
2. Immediately after the last character, use the BACKSPACE CODE Button to back up the Carrier to the beginning of the word.
3. Type the underscores.
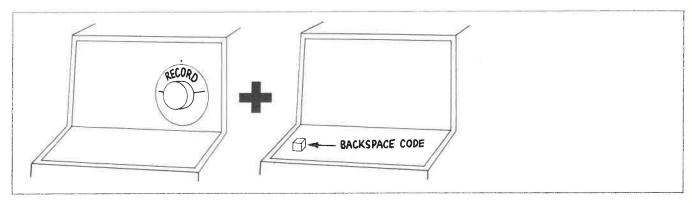4. Record the punctuation and/or space.

EXERCISE 1

1. Check to see that the Right Dial is set in RECORD RIGHT (RECORD R).
2. Record the exercise at Ref Code 01.

TAB It is wise to always underscore words one at a time when recording on the MT/ST. This makes later revisions of your recorded material easier to do. If it is absolutely necessary to underscore several words consecutively, your ability to change recorded material is limited. 2 CR
STC
REF CODE

Play back the exercise to see that the words were correctly underscored.

Use the BACKSPACE CODE BUTTON to back up the Carrier
when centering words or headings.

To record a centered word or heading:
1. In Record, tab as many times as necessary to get to the
   center of the paper.
2. Depress the BACKSPACE CODE Button once for every
   two characters in the word or heading.
3. Type the word or heading.

EXERCISE 2
1. Right Dial in PLAY RIGHT (PLAY R).
2. Search Ref Code 02.
3. Right Dial in RECORD RIGHT (RECORD R).

```
                GOODESTOCK COMPANY, INC.

                  3487 Carlsons Building

                Seattle, Washington  98402

        NOTICE OF ANNUAL MEETING OF STOCKHOLDERS  2 CR
                                                   STC
                                                   REF CODE
```

Play back Exercise 2.
If the lines were not correctly centered, review this page
and repeat the exercise.*

*NOTE: If you followed the directions exactly, the tabs should play back
       correctly. If they did not, refer to the WHAT HAPPENED?
       booklet.

You must set all necessary tab stops before beginning to record.

These same tab stops must be set before playing back the project. If they are not set, your material will not play back correctly. For example:

PLAYBACK — SAME TAB STOPS **PLAYBACK — DIFFERENT TAB STOPS**

You recorded and played back Exercise 2 correctly with the same tab stops each time. To see what happens if you play back with different tab stops, try this:

EXERCISE

1. Remove the tab stops at 30, 35, 40. Return the Carrier.
2. Search Ref Code 02.
3. Play back the exercise again.

   Was the exercise still centered in the middle of the paper?

4. Be sure to reset the tab stops at 30, 35, and 40 and to Carrier return before going on to the next page!

Words recorded within the body of your material <u>must</u> be under-scored one word at a time. Headings may be solidly underscored.

These underscoring habits will be necessary in later sections of the book when you learn to make changes in your recorded material.

<u>HEADINGS AND TITLES</u>

<u>words</u> <u>within</u> <u>the</u> <u>body</u> <u>of</u> <u>material</u>

EXERCISE 3

1. Right Dial in PLAY RIGHT (PLAY R).
2. Search Ref Code 03.
3. Right Dial in RECORD RIGHT (RECORD R). Record the exercise.
4. If you make an error when centering or underscoring words:

   Line Return
   Carrier return
   Retype the line

AIDS AND OFFICE ORGANIZERS
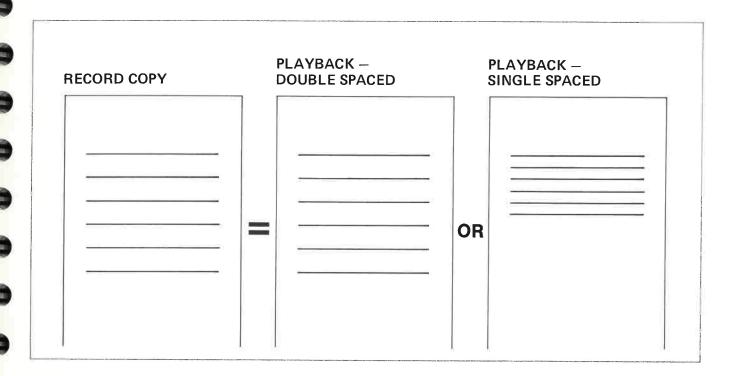
For the "Smart Secretary"

Every secretary should have at least one <u>reliable</u> and very <u>current</u> handbook to use as a reference when a problem arises. This instant reference can <u>save</u> many headaches and buckets of tears, <u>especially</u> <u>for</u> <u>the</u> beginning <u>secretary</u>, by providing quick, correct answers to every question about office procedures. After all, your <u>success</u> as a secretary depends on your ability to do <u>every</u> job you tackle well. 2 CR
STC
REF CODE

Play back Exercise 3.

The Line Space Lever on the typewriter determines whether copy is single or double spaced.

For example, you can record with the typewriter set for DOUBLE SPACING but play back either SINGLE- or DOUBLE-spaced copy by adjusting the Line Space Lever before playback begins.

RECORD COPY = **PLAYBACK — DOUBLE SPACED** **OR** **PLAYBACK — SINGLE SPACED**

Single or double spacing is a machine adjustment you make at the typewriter. It does not change the tape. There will be only one Carrier return recorded on the tape at the end of each line.

EXERCISE 1

1. Set the typewriter for double spacing.
2. Search Ref Code 01.
3. Play back Exercise 1 again.

Because there is only one Carrier return recorded at the end of each line, it will play back correctly in either single or double spacing.

- **LINE RETURNING**

  Line returning moves the tape back to the last Carrier return.

  After line returning, you must Carrier return.

- **CENTERING, UNDERSCORING, AND TABBING**

  To record underscored words:

  1. Type the characters.
  2. Back up the Carrier using the Backspace Code Button.
  3. Type the underscores.
  4. Record the punctuation and/or space.

  Words recorded within the body of material must be underscored one word at a time.

  Headings may be solidly underscored.

  To record a centered word or heading:

  1. In Record, tab as many times as necessary to get to the center of the paper.
  2. Depress the Backspace Code Button once for every two characters in the word or heading.
  3. Type the word or heading.

  You must have the same tab stops set to record and play back a project.

  If your tabs do not play back correctly, refer to the WHAT HAPPENED? booklet.

  If you make an error while centering or underscoring:

  <div align="center">

  Line Return

  +

  Carrier Return

  +

  Retype

  </div>

- **DOUBLE/SINGLE SPACING**

  The Line Space Lever on the typewriter determines whether copy is single or double spaced.

  Single- or double-spaced copy has only one Carrier return recorded at the end of each line.

- **REMOVING A TAPE**

  Refer to the Reminder Card in the back of the book.

You have learned certain habits to use when recording on the
MT/ST, such as ending each section of material with
2 CR/STC/Ref Code. Another recording habit is necessary
for sentences that end near the right margin.

When you type the last word of a sentence near the right margin,
you must space <u>before</u> you Carrier return.

```
_____ to me. S/CR
                                  p
_____ late? S/CR
                                 p
_____
_____ .


_____ reads: S/CR
                                  p
_____
_____
_____ .
```

To help you learn this new habit, it will be marked $\frac{S}{p}$/CR where
needed in the next few sections.

EXERCISE 1

1. Search Ref Code 01.
2. Check to see that the typewriter is set for single spacing.
3. Record the exercise.

Because of their cost, telegrams always connote urgency to me. S/CR p
Perhaps that is why you sent me the telegram on September 10. S/CR p
It <u>did</u> receive my immediate attention. However, your message
compelled me to reply by letter so that I <u>could</u> <u>state</u> <u>my</u> <u>case</u>
more explicitly than a telegram allows.

The telegram that I received from you stated very emphatically: S/CR p
"Court proceedings on your late account begin in ten days." This
ingenious method of asking for payment intrigues me. It sure is
an innovation in public relations. 2 CR
                                    STC
                                    REF CODE

Play back the exercise.

To the MT/ST, there are <u>two</u> kinds of hyphens: "permanent" and "temporary."

PERMANENT hyphens are part of a word or number:

```
"mother-in-law" house plan

X-ray film

Policy No. HA-12344-88

first- and second-generation computers
```
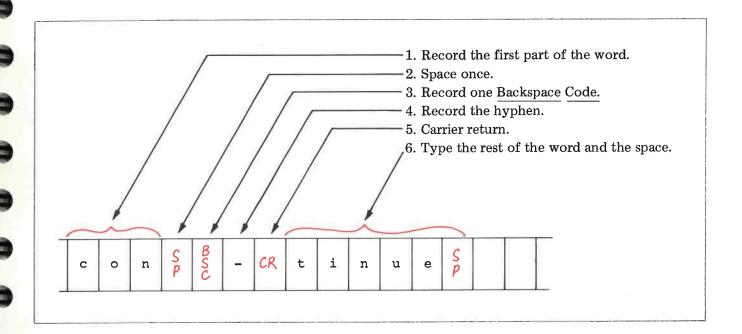
Just record these PERMANENT hyphens in the normal way.

Other hyphens are used because the line is full and there is not enough room for the whole word on that line.

```
We have a hard-working staff and devoted volunteers.  In com-
mittees and as individuals they have given remarkable service
to our community.  Paying your dues promptly will help to con-
tinue this nonpartisan work.
```

The hyphens you record because the line is full are called TEMPORARY hyphens.

You must record a TEMPORARY hyphen in a special way.

1. Record the first part of the word.
2. Space once.
3. Record one Backspace Code.
4. Record the hyphen.
5. Carrier return.
6. Type the rest of the word and the space.

| c | o | n | S/P | B S C | - | CR | t | i | n | u | e | S/P | | |

EXERCISE 1

1. Search Ref Code 01.
2. Record the paragraph exactly as shown.
   Use TEMPORARY hyphens.

> Temporary hyphens are some-
> times not needed and are re-
> corded with a special pro-
> cedure which will distin-
> guish them from permanent hy-
> phens. 2 CR
>   STC
>   REF CODE

To play this back:

1. Search Ref Code 01.
2. Turn Right Dial to ADJUST RIGHT (ADJUST R).
3. Depress the Start Button. Do not be concerned if the lines don't
   play back as you typed them. If playback stops before the end
   of the project, depress the Start Button.

Look at your playback copy:

Find the words you recorded with temporary hyphens. If they are
in the middle of the line and are not hyphenated anymore, turn
the page.
If they are in the middle of the line and the hyphens are still there
(some-times), your MT/ST has a special feature and you must
reverse the way you record hyphens. Record the TEMPORARY
hyphens in the usual way. Record the PERMANENT hyphens
using the Space/Backspace Code/hyphen/Carrier return method.

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Dashes are made up of two permanent hyphens.

```
          The seasons of the year--spring, summer,
          fall and winter--are not capitalized.
```

1. Search Ref Code 01.
2. Record the exercise.
   Remember:
       Permanent hyphens are recorded in the usual manner.
       Temporary hyphens are recorded with the space/
           Backspace Code/hyphen/Carrier return combination.

```
          We have a hard-working staff--and devoted volunteers.  In com-
          mittees and as individuals they have given remarkable service
          to our community.  Paying your dues promptly will help to con-
          tinue this nonpartisan work.  But ever-rising costs put our
          1971-1972 program in jeopardy.  Now your generous extra contri-
          bution is essential--never in our ten-year history has so cri-
          tical a need arisen.

          This special appeal of ours--only the third time in our his-
          tory--is being sent only to our new members at this time. $/CR
          We feel sure that the same interest which originally moti-
          vated you to join Concerned Citizens has not diminished.  Our
          Report CC-1971-4, which is enclosed, shows progress toward
          some of our common goals.  With your continued--hopefully
          increased--financial assistance, we will be able to continue
          that progress in 1971-1972. 2 CR
                                      STC
                                      REF CODE
```

Turn the Right Dial to PLAY R.
Play back this exercise.

Some codes record on tape but do not print on your paper. For example:

- Stop Trans Codes
- Backspace Codes
- Tabs

If you make an error in recording these codes, the error doesn't print on your paper, so you cannot see to backspace and strike over it.

To correct such an error, you must:

Line Return

+

Carrier return

+

Retype

LINE RETURN EXERCISES

Beginning at Ref Code 01, record these exercises line for line

EXERCISE 1 — Errors Involving Backspace Codes

```
Members of Citizens Group are cordially invited to attend,
without charge, the third series of evening ▼(LR/CR/R)
without charge, the third series of evening forums co-sponsored
by Citizens Group and the Academic Center ▼
by Citizens Group and the Academic Center for Sacramento City
Affairs.  Each of the six Tuesday evening forums will begin at
8:10 P.M.▼
8:10 P.M.   The forums will be held at the City Center for Social
Research, 87 North 12th Street, Sacramento, California. 2 CR
                                                         STC
                                                         REF CODE
```

Set your typewriter for double spacing before recording this
exercise.

> Recent trends in University admissions are very interesting to
>
> note. The average College Board verbal scores for the present
>
> University senir ▼(LR/CR/R)
>
> University senior class is a full 50 points below what the
>
> present freshmen▼
>
> present freshman class has attained: Math scores have risen
>
> at the same rate. Eighty percent of this year's freshman
>
> class is in the upper fefth▼
>
> class is in the upper fifth of their high school graduating
>
> class. 2 CR
>   STC
>   REF CODE
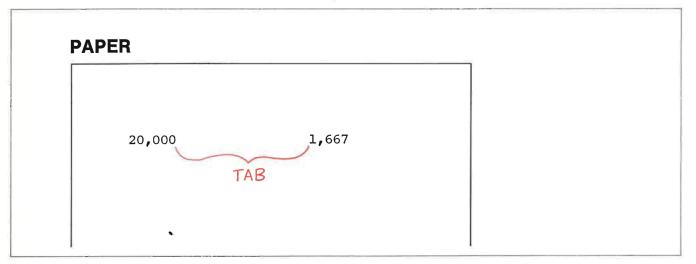
Play back these exercises.

Set your typewriter back on single spacing.

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A tab takes only <u>one</u> block on the <u>tape</u> . . .

TAPE

	2	0	,	0	0	0	T A B	1	,	6	6	7					

But the Carrier moves several spaces.

PAPER

20,000   1,667

TAB

You <u>cannot</u> use the Backspace Key to correct a tabbing error
because the tape and the paper do not agree.

Instead you must:

Line Return

+

Carrier return

+

Retype

Search Ref Code 03.
Continue recording these exercises.

EXERCISE 3 — Errors Involving Tabs

```
Center Director (full time)  20,000               1,667
Assistant Drector            10,000▼(LR/CR/R)
Assistant Director           10,000                834
Administrative Secretary     5,400                 450
Research and Evaluation      17,▼(LR/LR/CR/R)
Administrative Secretary      5,400                450
Research and Evaluation      17,500              1,458 2 CR
                                                       STC
                                                       REF CODE
```

EXERCISE 4 — Errors Involving Tabs

```
Washington        London, England        September 4-8
Victoria          Amsterdam, Hollan       Sept▼(LR/CR/R)
Victoria          Amsterdam, Holland      September 8-10
Koenigshof    Bonn, G▼
Koenigshof        Bonn, Germany           September 10-11
Eisenhut                                  September 11▼
Eisenhut          Rothenburg, Germany     September 11-12 2 CR
                                                            STC
                                                            REF CODE
```

EXERCISE 5 — Errors Involving Tabs

```
              THE URBAN CRISIS

          CITIES IN SEARCH OF SOLUTIONS

                  Coordinator:  Dea▼(LR/CR/R)
          Coordinator:  Dean C. Philips

Nov. 18   THE FEDERAL ROLE IN URBAN AFFAIRS
          Peter J. Bond, Congressman, 7th District
              Edward L. Alb▼
          Edward L. Albert, Congressman, 17th District
William J. Jor▼
          William J. Jordan, Director, Washington, D.C. Office 2 CR
                                                                STC
                                                                REF CODE
```

Play back these exercises. If any exercise plays back incorrectly,
rerecord it.

- **SPACE AFTER ENDING PUNCTUATION**

  When you type the last word of a sentence near the right margin, you must space before you Carrier return.

- **PERMANENT HYPHENS**

  They are part of a word or number, as in "mother-in-law" or "916-3594."

  Record them in the usual way.

- **TEMPORARY HYPHENS**
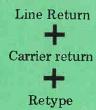
  They are recorded when a word has to be divided at the end of a line.

  Record them as: Space/Backspace Code/-/Carrier return.

- **DASHES**
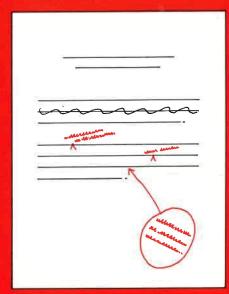
  They are made up of two permanent hyphens.

- **GENERAL**

  If your MT/ST has the special hyphen feature, reverse the procedures for recording hyphens. Use the Space/Backspace Code/-/Carrier return for permanent hyphens and record temporary hyphens in the usual manner.

- **LINE RETURN TO CORRECT CODES AND TABS**

  If you make an error recording a code or tab:

  Line Return

  +

  Carrier return

  +

  Retype

  .
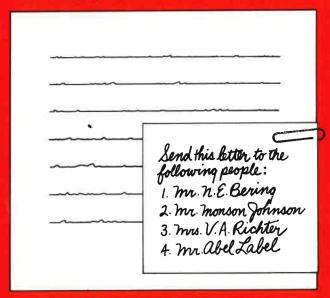
You may be able to complete your office work without learning everything the MT/ST is capable of doing.

- If your work is ever revised or changed before you play back a final copy . . .
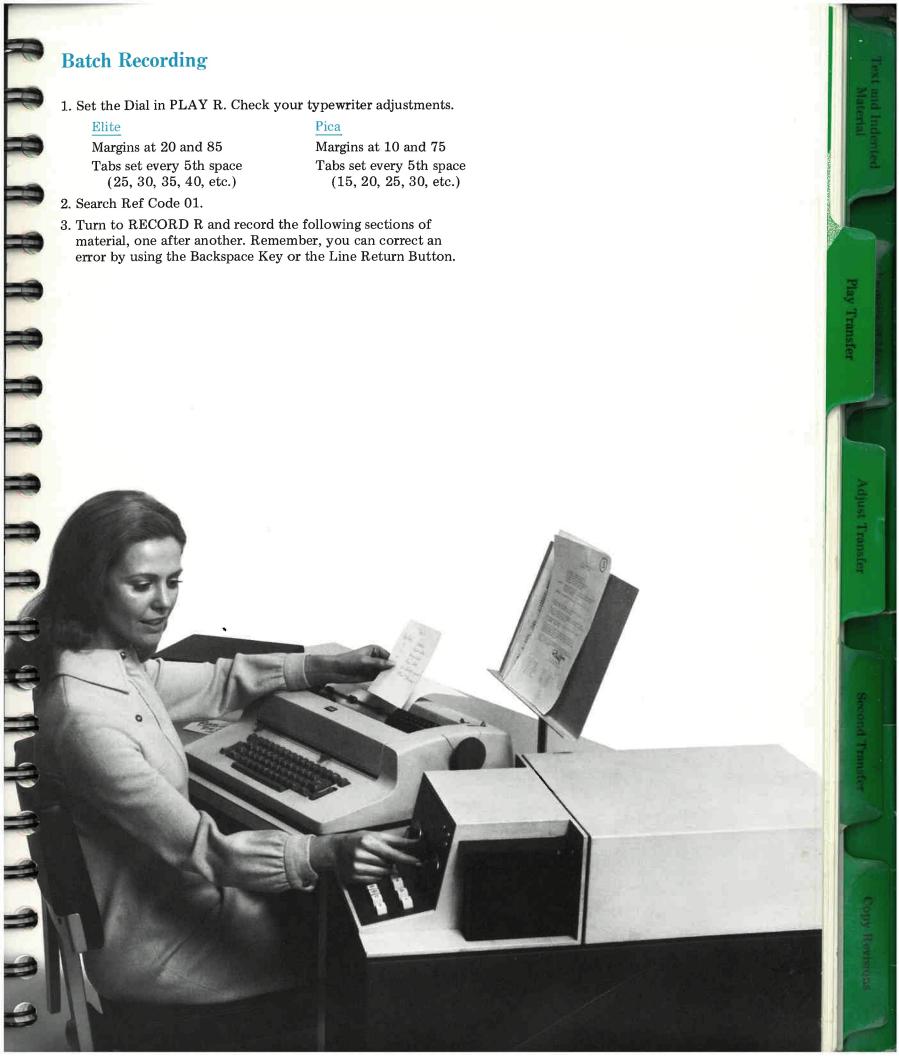
. . . continue through the next sections of the book.

- If the greatest part of your work is typing the same letter to several people (form letters) . . .

Send this letter to the following people:
1. Mr. N.E. Bering
2. Mr. Monson Johnson
3. Mrs. V.A. Richter
4. Mr. Abel Label

. . . put this book aside and go through the book labeled, "MT/ST Operating Instructions, One Tape Station/Two Tape Stations (Form No. G543-0522)", beginning on page 1.

- If you do both types of work, continue through this book. Then you may go to "MT/ST Operating Instructions, One Tape Station/Two Tape Stations (Form No. G543-0522)" for the rest of your training.

Batch Recording

1. Set the Dial in PLAY R. Check your typewriter adjustments.

Elite	Pica
Margins at 20 and 85	Margins at 10 and 75
Tabs set every 5th space (25, 30, 35, 40, etc.)	Tabs set every 5th space (15, 20, 25, 30, etc.)

2. Search Ref Code 01.

3. Turn to RECORD R and record the following sections of material, one after another. Remember, you can correct an error by using the Backspace Key or the Line Return Button.

Take pride in the letters you write. They represent you
and your boss. Good letters are good-will ambassadors for
a company. If a letter is neat and correct and is in proper
form, the reader is in a positive frame of mind before he
knows what the letter says.

A reader automatically has confidence in someone who sends
a letter which is correct in every detail and pleasing to
the eye.   That kind of letter is always a "winner." *2 CR*
STC
REF CODE

Set your typewriter for double spacing.

Are you familiar with a lexicon? You probably have one.*S/CR*

. If you check a dictionary to find out what it is, you <u>will</u> <u>be</u>

<u>touching</u> a lexicon--the dictionary!

In addition to listing and defining the words used,

some dictionaries also provide a secretarial handbook contain-

ing such things as the rules for punctuating and the art of

orthography. What is "orthography?" That is forming words

with the appropriate letters--or, how to spell. *2 CR*
STC
REF CODE

52

There are two kinds of import quotas. They are as follows: $\frac{s}{p}$/CR

the absolute quota and the tariff-rate quota.

Absolute quota: When the absolute quota is filled, fur-

ther entry of the particular item is prohibited for the rest

of the quota period.

Tariff-rate quota: When the tariff-rate quota is filled,

the import item may be entered; however, that item will be sub-

ject to a higher duty rate for the remaining quota period. 2 CR
                                                            STC
                                                            REF CODE

Set your typewriter for single spacing.

The comma is such a small thing as far as its actual size is
concerned, but it is such a big thing as far as its importance
to a sentence is concerned. This punctuation mark is an aid
to clear communication. However, a misplaced comma can con-
fuse or change the meaning of a sentence.

It is very important to know when to use a comma in order to
convey the right message. Too often commas are used like
salt--just sprinkled at random throughout a sentence. They
are not meant to be used like salt! When you use a comma, be
able to say why it was used. Apply good "comma" sense in all
your writing. 2 CR
              STC
              REF CODE

```
STAFF BULLETIN


        Advertising Flash
        September 9, 1971

        Television is an important advertising vehicle in our market
        area.  Here are three reasons why:

        1. TAB There are more than 110,600 homes in the area, repre-
        senting more people than the population of Tulsa, Oklahoma.

        2. TAB A minimum of 15,000 houses are "tuned in" at any given
        time between 8 a.m. and 11 p.m. daily.

        3. TAB Area retailers are selling more than 1,000 television
        sets a month.  Therefore, we will be reaching more and more
        people each month.

        John P. Hightower
        President
        2 CR
        STC
        REF CODE
```

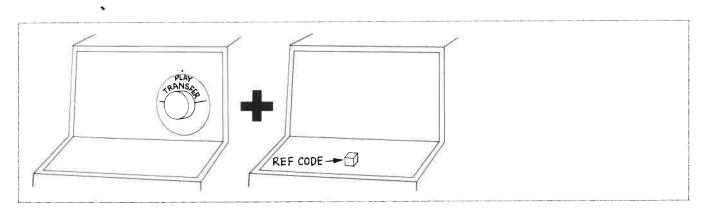Do not set or clear any new tab stops. Depress the Tab Key care-
fully and remember to use the Backspace Code Button to center
words.

```
                          BULLETIN


        3 CR              Student Job Interviews



        The following schedule lists each student to be interviewed
        the afternoon of October 25.  Check to be sure that the inter-
        viewer with whom you are scheduled is the one you requested. S/P/CR
        If you will not be able to meet at the time specified, please
        notify the Placement Office promptly.

        STUDENT            TIME         COMPANY--INTERVIEWER

        Robert Carlson     1:45         Slowing Airline--E. Jones
        Joe Haley, Jr.     2:00         Ace Liability Finance--B. Ace
        Francis Hill       2:15         Mill Electronics--C. Scott
        Peter Redick       3:00         Atherton Machine--J. Bailey
        Linda Stahl        3:15         Graham Telephone--L. Grady

        All interviews will be in the Student Union Building--second
        floor ballroom.  Copies of your transcripts must be presented
        at the time of the interview. 2 CR
                                       STC
                                       REF CODE
```

You just recorded several projects on Tape A. In your office you would need a log sheet similar to the one below so you could locate each project easily.

Tape A

Ref Code	Material
01	Good letters
02	Lexicon-dictionary
03	Import Quotas
04	the Comma
05	Staff Bulletin
06	Student Interviews

Play back the material at Ref Codes 01-06. As the projects play back make your own log. You will need a correct log for the next sections of the book.

1. Search Ref Code 01.
2. Play back the entire project.
3. Identify on your log sheet the material that plays back at Ref Code 01, even if it is junk instead of a project.
4. Search Ref Code 02, play back the project, and identify it on your log.
5. Repeat the process for the remaining projects. (If they are not all at Ref Codes 01-06, try searching for Ref Code 07.)

If you are missing a project, you need to know the next available Ref Code before you can rerecord that project, as in the sample below.

Ref Code	Material
01	Haynes letter
02	Director's report
03	junk – no good
04	equipment contract
05	Eng. Specs.
06	Jan. Budget

← 07 NEXT AVAILABLE REF CODE

Consult your log for the next available Ref Code on Tape A. Search and rerecord the missing project at that Ref Code.

Play back the project and add it to your log sheet.

You will need the material just recorded in the next few sections of the book. Your recordings must match the copies on pages 52-54.

1. Compare the playback copy of each project with the exercise in the book.

2. Ignore simple typos. You will learn how to correct these later.

3. Note any major errors on a project. For example:
   - a missing line or lines
   - an incorrectly underscored word
   - a missing title or incorrectly centered title
   - a line that plays right off the paper
   - tabular material that does not play back correctly

Any project with a major error must be rerecorded.

1. Consult your log for the next available Ref Code.

2. Search that Ref Code and rerecord the project.

3. Play back the project and add it to your log for Tape A.
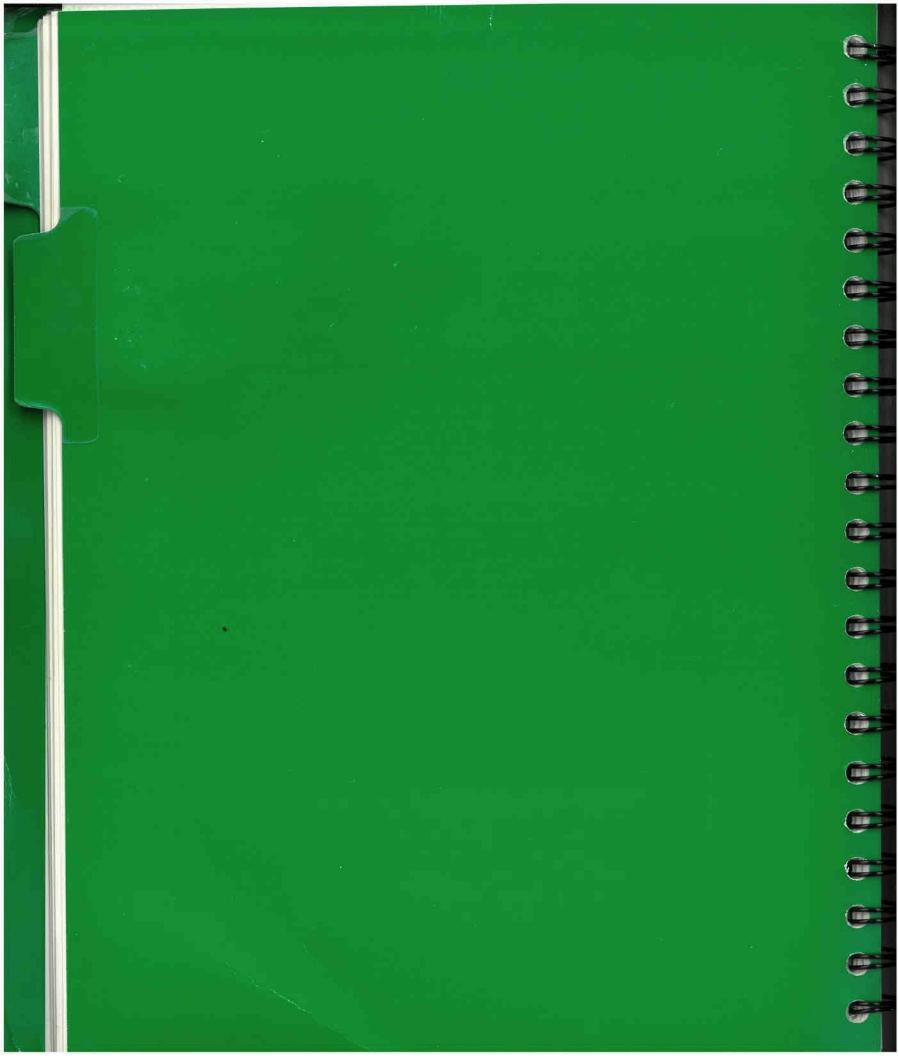
In preparation for the next section of the book:

1. Locate another tape cartridge.
   Mark the label of this cartridge with the letter "B".

2. Load this tape cartridge on the left station.
   - Turn to PLAY L
   - Hold down the Unload Button and lift the station cover
   - Insert the tape cartridge and close the station cover
   - Depress the Load Button once
   - Turn to RECORD L
   - Depress the Ref Code Button once
   - Turn back to PLAY L
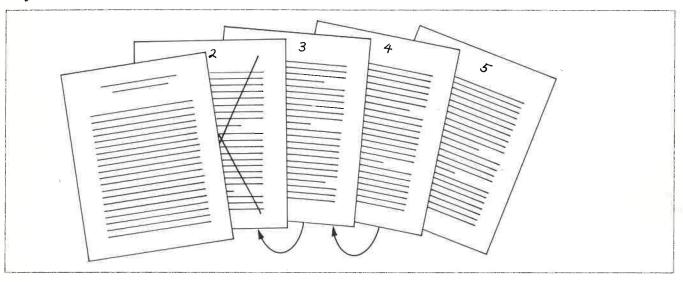
Turn to the next section of the book.
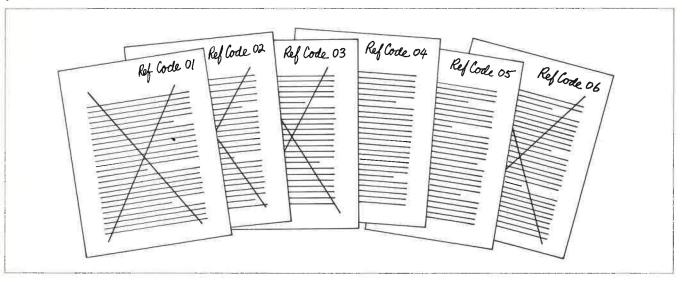
Many times you need the same or nearly the same material recorded on another tape.

The order of pages in a long project has changed — some pages may have been deleted.
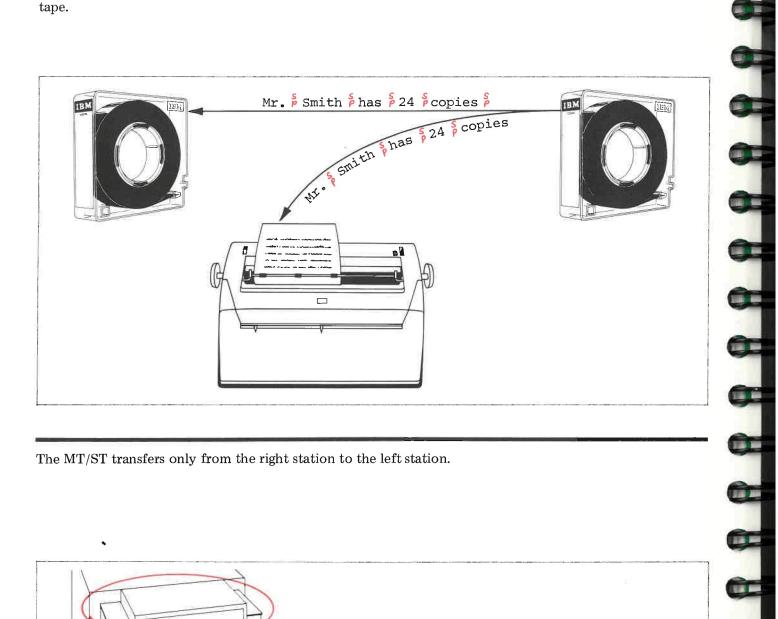
Only a few projects on a tape have not been played back yet and you need the tape for other work.
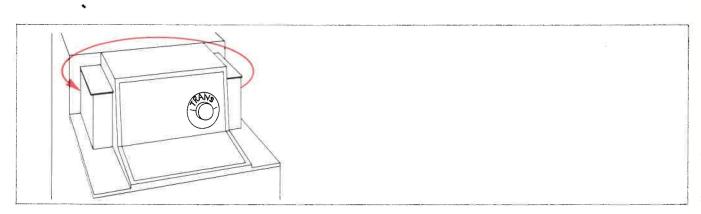
It is very time consuming to record the same material a second time.

When you set the Right Dial on TRANSFER, the MT/ST plays back at the typewriter and <u>records</u> that material on a second tape.

The MT/ST transfers only from the right station to the left station.

The original tape plays back from the Right Tape Station.
At the same time the material records on a second tape on the Left Tape Station.

You have six projects recorded on Tape A. Let's pretend that your boss wishes to change the order of five of the projects and delete the "Import Quota" project.

EXERCISE 1
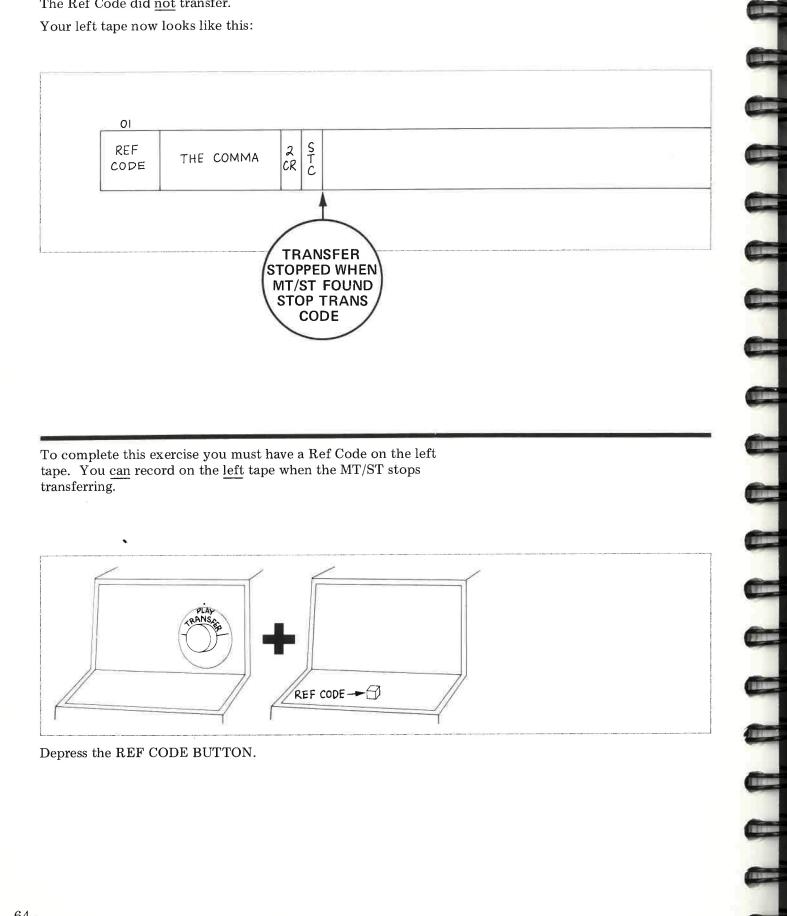
1. Search Ref Code 01 on the left station.
2. Search Ref Code 04 ("The Comma") on the right station. (Consult your log for Tape A in case this project is located at another Ref Code on your tape.)
3. Turn Right Dial to PLAY TRANSFER (PLAY TRANS).* Check to see that both sets of On and Ready Lights on the Console are lighted.
4. Left Dial on AUTO. Depress the Start Button.

   (If you have a problem, search Ref Code 01 on the left station, search "The Comma" on the right station and begin again.)

```
The comma is such a small thing as far as its actual size is
concerned, but it is such a big thing as far as its importance
to a sentence is concerned.  This punctuation mark is an aid
to clear communication.  However, a misplaced comma can con-
fuse or change the meaning of a sentence.

It is very important to know when to use a comma in order to
convey the right message.  Too often commas are used like
salt--just sprinkled at random throughout a sentence.  They
are not meant to be used like salt!  When you use a comma, be
able to say why it was used.  Apply good "comma" sense in all
your writing.
```

*NOTE: If the Right Dial on your MT/ST reads TYPE TRANSFER, this setting is the same as PLAY TRANSFER.

All the characters on the exercise have transferred to the left tape, including the 2 Carrier returns and the Stop Trans Code at the end. The Ref Code did <u>not</u> transfer.

Your left tape now looks like this:

01

| REF CODE | THE COMMA | 2 CR | S T C |

TRANSFER STOPPED WHEN MT/ST FOUND STOP TRANS CODE

To complete this exercise you must have a Ref Code on the left tape. You <u>can</u> record on the <u>left</u> tape when the MT/ST stops transferring.

PLAY TRANSFER + REF CODE →

Depress the REF CODE BUTTON.

The left tape is now prepared for the next material to be transferred.

01				02	
REF CODE	THE COMMA .	2 CR	S T C	REF CODE	

1. To continue transferring, search the right station for the next project to be transferred.

    a) Turn to PLAY R.

    b) Search Ref Code 05 for the "Staff Bulletin." (Check your log for Tape A in case this project is located at another Ref Code on your tape.)

2. Turn to PLAY TRANSFER (PLAY TRANS).

3. Left Dial in AUTO. Depress the Start Button.

(If you have a problem, search Ref Code 02 on the left station, search "Staff Bulletin" on the right station and begin again.)

```
STAFF BULLETIN


Advertising Flash
September 9, 1971

Television is an important advertising vehicle in our market
area.  Here are three reasons why:

1.    There are more than 110,600 homes in the area, repre-
senting more people than the population of Tulsa, Oklahoma.

2.    A minimum of 15,000 houses are "tuned in" at any given
time between 8 a.m. and 11 p.m. daily.

3.    Area retailers are selling more than 1,000 television
sets a month.  Therefore, we will be reaching more and more
people each month.

John P. Hightower
President
REF CODE
```
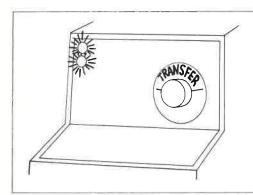
When transferring stops, depress the Ref Code Button. (The 2 CR/STC have already transferred.)

The left tape is again prepared for the next material to be transferred.

01				02				03	
REF CODE	THE COMMA	2 CR	S T C	REF CODE	STAFF BULLETIN	2 CR	S T C	REF CODE	

When the MT/ST is transferring, the On and Ready Lights at both tape stations are lighted.

When the MT/ST stops transferring, only the lights on the Left Tape Station remain lighted.

Transferring stops when:

- you depress the Stop Button.
- you change the Left Dial.
- the MT/ST finds a Stop Trans Code on the tape.

1. To continue transferring, search the right station for the next project to be transferred.

    a) Turn to PLAY R.

    b) Set the typewriter in double spacing.

    c) Search Ref Code 02 for the "Lexicon." (Check your log for Tape A in case this project is located at another Ref Code.)

2. Turn to PLAY TRANSFER.

3. Left Dial in AUTO.

Practice using the Start and Stop Buttons a few times while the paragraphs are transferring. Watch the lights go on and off each time transferring starts and stops.

(If you have a problem, search Ref Code 03 on the left station, search the "Lexicon" on the right station and begin again.)

Are you familiar with a lexicon? You probably have one.

If you check a dictionary to find out what it is, you will be

touching a lexicon--the dictionary!

In addition to listing and defining the words used,

some dictionaries also provide a secretarial handbook contain-

ing such things as the rules for punctuation and the art of

orthography. What is "orthography?" That is forming words

with the appropriate letters--or, how to spell. REF CODE

1. Search Ref Code 06 ("Student Interviews") on the right station.
   Set your typewriter in single spacing.

2. Turn to PLAY TRANSFER.

3. Left Dial in AUTO. Transfer the project.

   (If you have a problem, search Ref Code 04 on the left station,
   search "Student Interviews" on the right station and begin again.)

                          BULLETIN

                     Student Job Interviews

     The following schedule lists each student to be interviewed
     the afternoon of October 25. Check to be sure that the inter-
     viewer with whom you are scheduled is the one you requested.
     If you will not be able to meet at the time specified, please
     notify the Placement Office promptly.

     STUDENT   TIME   COMPANY--INTERVIEWER

     Robert Carlson   1:45   Slowing Airline--E. Jones
     Joe Haley, Jr.   2:00   Ace Liability Finance--B. Ace
     Francis Hill   2:15   Mill Electronics--C. Scott
     Peter Redick   3:00   Atherton Machine--J. Bailey
     Linda Stahl   3:15   Graham Telephone--L. Grady

     All interviews will be in the Student Union Building--second
     floor ballroom. Copies of your transcript must be presented
     at the time of the interview. REF CODE

The projects are now recorded on Tape B in a different order than the original tape.

As the MT/ST records on another tape during transfer, make a log for that tape, such as the one below. Keep the transfer copies with the new log sheet.
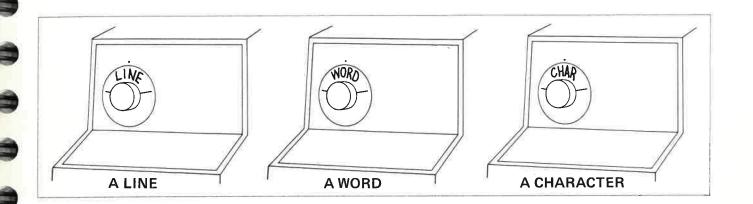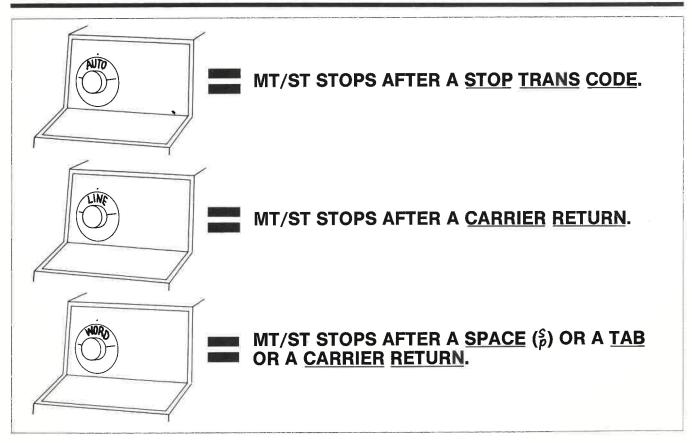
When you need a final copy, turn to PLAY L and play back the project.

Using the log for Tape B shown above, play back a final copy of the "Staff Bulletin."

1. Turn to PLAY L.
2. Search the appropriate Ref Code.
3. Depress Start.

You have played back material with the Left Dial set on AUTO.
In the next sections you will play back smaller segments of
material.

| A LINE | A WORD | A CHARACTER |

MT/ST STOPS AFTER A <u>STOP</u> <u>TRANS</u> <u>CODE</u>.

MT/ST STOPS AFTER A <u>CARRIER</u> <u>RETURN</u>.

MT/ST STOPS AFTER A <u>SPACE</u> ($\frac{s}{p}$) OR A <u>TAB</u> OR A <u>CARRIER</u> <u>RETURN</u>.

Use the Left Dial when you wish to play back a line or a word at
a time.

Leave the dial in PLAY L.

Search Ref Code 04 ("Student Interviews").

Using the instructions in the margin below, play back a final copy
of the following exercise.

BULLETIN

Student Job Interviews

The following schedule lists each student to be interviewed
the afternoon of October 25. Check to be sure that the inter-
viewer with whom you are scheduled is the one you requested.
If you will not be able to meet at the time specified, please
notify the Placement Office promptly.

STUDENT	TIME	COMPANY--INTERVIEWER
Robert Carlson	1:45	Slowing Airline--E. Jones
Joe Haley, Jr.	2:00	Ace Liability Finance--B. Ace
Francis Hill	2:15	Mill Electronics--C. Scott
Peter Redick	3:00	Atherton Machine--J. Bailey
Linda Stahl	3:15	Graham Telephone--L. Grady

All interviews will be in the Student Union Building--second
floor ballroom. Copies of your transcript must be presented
at the time of the interview.

1. Left Dial in AUTO. Play back through middle of first paragraph.

2. Turn Left Dial to LINE. De-press Start Button.

3. Continue depressing Start Button and play back table a line at a time.

4. Turn Left Dial to AUTO. Play back rest of project.

Leave the dial in PLAY L.

Search Ref Code 01 ("The Comma").

Using the instructions in the margin below, play back a final copy
of the following exercise.

1. Left Dial in
   LINE. Play
   back first
   3 lines.

2. After
   "aid CR"
   plays back,
   turn left
   Dial to
   WORD
   (one click).
   Depress
   Start
   Button.

The comma is such a small thing as far as its actual size is
concerned, but it is such a big thing as far as its importance
to a sentence is concerned. This punctuation mark is an aid
to clear communication. However, a misplaced comma can con-
fuse or change the meaning of a sentence.

It is very important to know when to use a comma in order to
convey the right message. Too often commas are used like
salt--just sprinkled at random throughout a sentence. They
are not meant to be used like salt! When you use a comma, be
able to say why it was used. Apply good "comma" sense in all
your writing.

3. Continue
   depressing
   Start and
   play back
   through
   first
   line of
   next para-
   graph a
   word at a
   time.

4. Left Dial in
   AUTO.
   Play back
   rest of
   project.

All the exercises in this section were for practice in learning to
transfer and to play back final copies.

Keep the log for Tape A and throw away the transfer and final
copies. You will not need them any more.

73
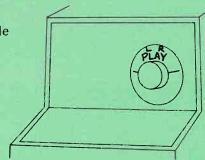
There are three situations when you must search <u>both</u> tape stations before transferring:

- You have been recording or playing back a project on either tape station.
- You have just turned on the MT/ST and wish to transfer material.
- You stopped transferring in the middle of a project and wish to start over.

To search both tape stations to the proper Ref Code, use the steps below:

Left Station

1. Right Dial in PLAY L.
2. Consult your log (if you have one) for the next available Ref Code.
3. Search the next available Ref Code.

Right Station

1. Right Dial in PLAY R.
2. Consult your log for the project to be transferred.
3. Search to the project to be transferred.

After both tape stations have been searched, you would turn the Right Dial to TRANSFER and begin transferring.

FOR REVIEW:

- The original tape must be on the Right Tape Station when transferring. Another tape is loaded on the Left Tape Station.

- Any time you have been playing back or recording material and want to transfer, you must search both tape stations.

  1. Left Station
     a) Turn to PLAY L.
     b) Consult your log.
     c) Search to the next available Ref Code.
     Right Tape Station
     a) Turn to PLAY R.
     b) Search the Ref Code of the project you want to transfer.
     c) Check typewriter adjustments.
  2. Turn to TRANSFER.

- When you transfer an entire project, the 2 CR/STC transfers. You must record a Ref Code on the left tape.

- You must start a new log as you transfer to the left station. Keep the transfer copies with the log.

- A LINE to the MT/ST includes the words and the Carrier return at the end of the line. A Carrier return by itself is a line to the MT/ST.

- A WORD to the MT/ST includes the characters, the punctuation (if any), and the space, Carrier return, or tab at the end of the word. A tab or Carrier return by itself is a word to the MT/ST.

You may wish to make changes in material you have recorded —
either because you have recording errors or because your boss
wishes to change his words.

Rerecording the following project just because small parts of it
change would be very time consuming.

The convention sounds like a ~~wonderful~~ *terrific* opportunity to
become acquainted with your products and all ~~the~~ the ∧*many*
people who sell them. I regret that I cannot adapt
my schedule to ~~atke~~ *take* advantage of your invitation, but
I have an out-of-town engagement.
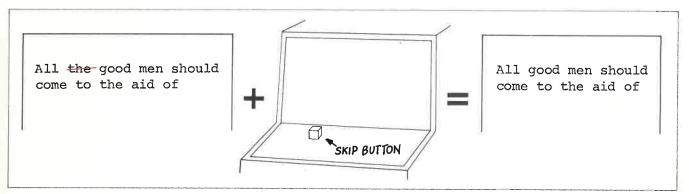
It is more efficient to make the changes as you transfer the
material to another tape. Your transfer copy would look like this:

The convention sounds like a terrific opportunity to
become acquainted with your products and all the many
people who sell them. I regret that I cannot adapt
my schedule to take advantage of your invitation, but
I have an out-of-town engagement.

As you transfer, the changes become part of the material being
recorded on the left tape. The original tape on the right station
is <u>not</u> changed.

To omit words as you transfer, use the SKIP BUTTON.

Depressing the Skip Button prevents material from transferring.
The material you skip does not print on your paper. The
original tape does not change.

The amount of material skipped on the right tape each time you
depress the SKIP BUTTON is controlled by the setting of the
Left Dial.

To skip material when transferring:
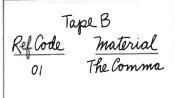

```
Now is the time for all the good men
to come to the aid of their country.
```

1. Transfer the material up to the point where you want to skip.
   Use the Left Dial in Auto, Line, and Word to get there.
2. Check to see that the Left Dial is set for the amount of
   material you wish to skip.
3. Depress the Skip Button.
4. Depress the Start Button and continue transferring.

Any time you have been playing back and want to begin transferring, you must search <u>both</u> tape stations.

EXERCISE 1

1. Search Ref Code 01 on the left station.
2. Search Ref Code 04 ("The Comma") on the right station.
3. Turn to PLAY TRANSFER.
4. Using the instructions in the margin below, transfer the project making the necessary revisions.

Tape B

Ref Code	Material
01	The Comma

The comma is such a small thing as far as its actual size is concerned, but it is such a big thing as far as ~~its~~ importance to a sentence is concerned. This punctuation mark is an aid to clear communication. However, a <u>misplaced</u> <u>comma</u> can confuse ~~or change~~ the meaning of a sentence.

It is very important to know when to use a comma in order to convey the right message. Too often commas are used like salt--just sprinkled at random throughout a sentence. They are not meant to be ~~used~~ like salt! When you use a comma, be able to say <u>why</u> it was used. Apply good "comma" sense in all ~~your~~ writing.

REF CODE

1. Left Dial in WORD. Depress Start enough times to transfer "far as $\frac{S}{P}$".

2. Check Left Dial setting. Depress Skip Button 1 time. Depress Start and continue transferring.

3. Transfer through "fuse $\frac{S}{P}$". Check Left Dial setting. Depress Skip 2 times.

4. Left Dial in LINE. Transfer through "They CR ".

5. Left Dial in WORD. Make last 2 revisions.

6. Left Dial in AUTO. Complete project. Record Ref Code.

Many times a revision means adding a word or words to your new tape.

Anything you type while transferring records on the <u>left</u> tape. If you make an error while typing, just backspace and retype.

```
                                            at all
    Let me know quickly if you would be ∧interested
    in seeing the fall selection.
```

To add material when transferring:

1. Transfer the material up to the point of addition.
2. Type the word, punctuation (if any), and the <u>space</u>, <u>Carrier return</u>, or <u>tab</u> that follows the word.
3. Depress the Start Button and continue transferring.

EXERCISE 2

1. Search Ref Code 01 ("Good Letters") on the right station.
2. Turn to PLAY TRANSFER.
3. Using the instructions in the margin below, transfer the project making the revisions.
4. If you make a mistake while adding a word, backspace and retype.

Tape B

Ref Code	material
01	The Comma
02	Good letters

1. Left Dial in WORD. Transfer "Take pride in". Type "all".

2. Left Dial in LINE. Transfer through "proper CR ".

3. Left Dial in WORD. Transfer through "is". Type "put".

Take pride in ^the letters you write. They represent you
and your boss. Good letters are good-will ambassadors for
a company. If a letter is neat and correct and is in proper
form, the reader is ^in a positive frame of mind before he
knows what the letter says.
just

4. Make the other revisions.

A reader automatically has confidence in someone who sends
a letter which is correct in every detail and pleasing to
the eye. That kind of letter is always a "winner."
REF CODE

5. Left Dial in AUTO. Complete project. Record Ref Code.

A revision often means both skipping and adding material to your new tape.

> *effective*
> QUAC-TV is an ~~important~~ advertising vehicle
> for Benton in the Centervale market.

You should always skip first.
Then type in the addition.

If you skip a word, you are <u>also</u> skipping the SPACE or CARRIER RETURN that goes with that word.

When you replace that word, you <u>must</u> replace the necessary SPACE or CARRIER RETURN.

> *effective*   *vehicle*
> QUAC-TV is an ~~important~~ advertising ~~outlet~~
> for Benton in the Centervale market.

In this example, you would:

Skip "important $\frac{S}{P}$" and type "effective $\frac{S}{P}$".
Skip "outlet $\underline{CR}$ " and type "vehicle $\underline{CR}$ ".

```
          Conditions changed overnight in the accounting
          department.  The figures must be constantly
          updated.
```

If part of a word changes or if the punctuation changes, always:

1. Skip the entire word (punctuation skips with the word).
2. Retype the word plus the punctuation, if any.
3. Retype the space or Carrier return after the word.

EXERCISE 3

1. Search Ref Code 02 ("Lexicon") on the right station.
   Set your typewriter in double spacing.
2. Turn to PLAY TRANSFER.
3. Using the instructions in the margin below, transfer the project making the revisions.
4. If you make a mistake while typing, backspace and retype.

Tape B

Ref Code	Material
01	The Comma
02	Good letters
03	Lexicon

Are you familiar with a lexicon? You probably ~~have~~ *own* one.

If you check a dictionary to find out what it is, you will be

touching a lexicon--the dictionary!

In addition to listing and defining the words ~~used,~~ *we use,*

some dictionaries also provide a secretarial handbook contain-

ing such things as the rules ~~for~~ *of* punctuat~~ing~~ *ion* and the art of

orthography. What is "orthography?" That is forming *a* words*/*

with the appropriate letters--or, how to spell.
REF CODE

1. Left Dial in WORD. Transfer through "probably $\frac{S}{P}$".

2. Check Left Dial setting. Skip 1 time. Type "own $\frac{S}{P}$".

3. Transfer through "words $\frac{S}{P}$".

4. Check Left Dial setting. Skip 1 time. Type "we use, CR".

5. Make rest of revisions by yourself.

6. Left Dial in AUTO. Complete project. Record Ref Code.

83

Occasionally you will make a mistake when transferring that cannot be corrected by backspacing and retyping. For example:

- You skipped words you intended to transfer.
- You typed words already recorded on the original tape.
- You transferred past a change.

When this happens:

Look at your transfer copy and find the last word that transferred. (If you are unsure, transfer another word.)

Has the bill just been mislaid, or is some adjustment
pending that we are not ~~aware~~ aware of? Won't sp

LAST WORD
TRANSFERRED

Then:

1. Line Return
2. Carrier return
3. Retype everything including the last word that transferred.

Continue transferring the project.

EXERCISE 4

1. Search Ref Code 02 ("Lexicon") on the right station.
2. Turn to PLAY TRANSFER.
3. Try this exercise without instructions. Correct any of your own typos.

   If you make a mistake that cannot be corrected by backspacing and retyping:

   a) Look at your transfer copy and find the last word that transferred.
   b) Line return, Carrier return, and retype everything including the last word that transferred.

Tape B

Ref Code	Material
01	The Comma
02	Good letters
03	Lexicon
04	Lexicon

Are you familiar with a lexicon? You probably have one.

look it up in the
If you ~~check a~~ dictionary to find out, ~~what it is,~~ you will be

touching a lexicon--the dictionary!

we use,
In addition to listing and defining the words ~~used,~~

some dictionaries also provide a secretarial handbook contain-

like   *of*   *ion*
ing ~~such~~ things ~~as~~ the rules ~~for~~ punctuating and the art of

orthography. What is "orthography?" That is forming words

with the appropriate letters--or, how to spell.

REF CODE

The changes you made on these four projects are recorded on
Tape B.

```
┌─────────────────────────────────────┐
│                                      │
│           Tape B                     │
│                                      │
│                                      │
│     Ref Code          material       │
│                                      │
│        01          The Comma         │
│                                      │
│        02          Good letters      │
│                                      │
│        03          Lexicon           │
│                                      │
│        04          Lexicon           │
│                                      │
│                                      │
│                                      │
└─────────────────────────────────────┘
```

Turn to PLAY L.

Play back a final copy of each project.
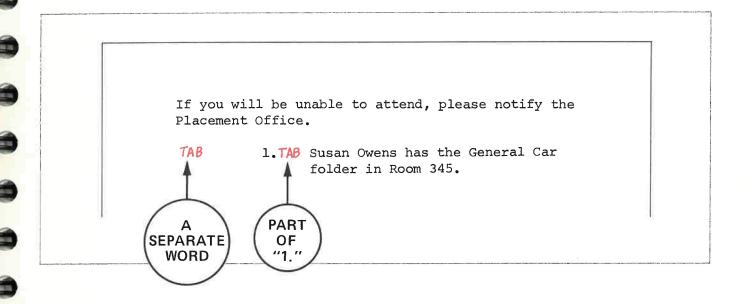
When the final copies have been played back:
1. Keep the Log for Tape A.
2. Throw away the transfer and final copies. You will not need
   them any more.
These four exercises were only for practice in learning how to
make revisions when transferring.
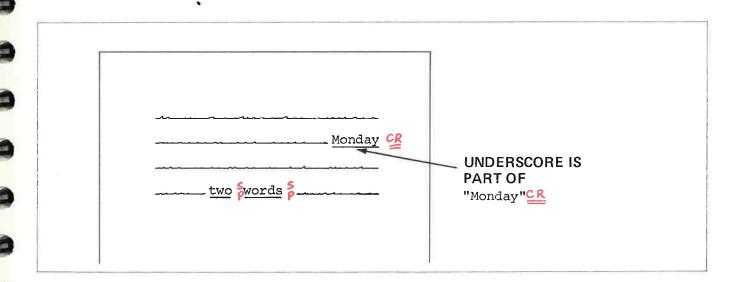
When playing back or skipping tabs, remember that a recorded tab that follows a word (or number) is part of the word.

A tab by itself is a separate word to the MT/ST.

```
        If you will be unable to attend, please notify the
        Placement Office.

    TAB            1.TAB Susan Owens has the General Car
                         folder in Room 345.
```

A SEPARATE WORD

PART OF "1."

Remember, the MT/ST stops transferring or skipping a word after a SPACE, or a CARRIER RETURN, or a TAB.

In an underscored word, therefore, the underscores are transferred or skipped as part of that word.

```
_____ Monday CR

_____ two words _____
```

UNDERSCORE IS PART OF "Monday" CR

Any time you have been playing back and want to begin transferring, you must search both tape stations.

EXERCISE 5

1. Search Ref Code 01 on the left station.
2. Search Ref Code 05 ("Staff Bulletin") on the right station.
3. On a sheet of paper, start a log for Tape B.
4. Turn to PLAY TRANSFER.
5. Using the instructions in the margin below, transfer the project making the revisions. Correct any of your own typos.

STAFF BULLETIN

Advertising Flash
September 9, 1971

Television is an important advertising vehicle in our market
area.   Here are three *very* reasons why: *very important*

1.   There are more than 110,600 homes in the area, repre-
senting more people than the population of Tulsa, Oklahoma.

The
2.   ~~A~~ minimum of 15,000 houses are "tuned in" at any given
time between 8 a.m. and 11 p.m. ~~daily.~~ *every day.*

                                                    250
3. ₜArea retailers are selling more than 1,000 television
sets a month.   Therefore, we will be reaching more and more
people each month.

John P. Hightower
President
REF CODE
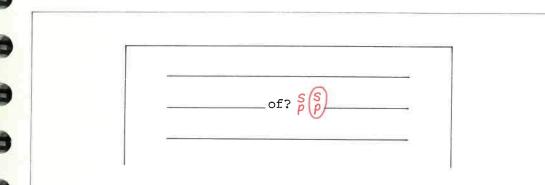
1. Left Dial in LINE. Transfer through "market *CR*".

2. Left Dial in WORD. Make first revision.

3. Transfer through "2. *TAB*". Skip 1 time. Type "The *S/p*".

4. Transfer through "11 p.m.". Skip 1 time. Type "every day *CR*".
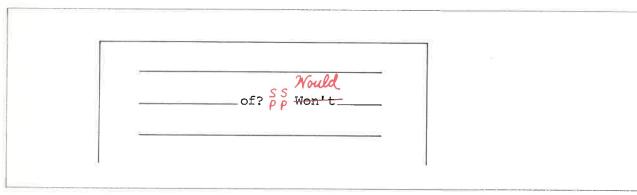
5. Transfer through "than *S/p*". Skip 1 time. Type "1,250". Depress **BACKSPACE CODE BUTTON** 5 times. Then type underscores and the space.

6. Left Dial in AUTO. Complete project. Record Ref Code.

The MT/ST considers the second space between sentences to be a WORD by itself.

To transfer the last word of a sentence <u>and</u> the second space, you must depress the Start Button <u>twice</u>.

_____ of? $\overset{S}{P}$ $\overset{S}{P}$ _____

When making a revision like the one shown below:

_____ of? $\overset{S}{P}$ $\overset{S}{P}$ ~~Won't~~ *Would* _____

1. Transfer "of? $\overset{S}{P}$".
2. Depress the Start Button again to transfer the second space.
3. Depress the Skip Button once to skip "Won't $\overset{S}{P}$".
4. Type "Would $\overset{S}{P}$".

1. Search Ref Code 03 ("Import Quotas") on the right station. Set your typewriter for double spacing.
2. Add this project to your log sheet.
3. Turn to PLAY TRANSFER.
4. Using the instructions in the margin below, transfer the project making the necessary revisions. Try correcting your own typos.

There are two kinds of import quotas. ~~They~~ *These* are as follows:

the absolute quota and the tariff-rate quota.

   Absolute quota: *of* ~~When~~ the absolute quota is filled, fur-

ther entry of the particular item is prohibited for the rest

of the quota period.

   Tariff-rate quota: *of* ~~When~~ the tariff-rate quota is filled,

the import item may be entered; however, that item will be sub-

ject to a higher duty *price* ~~rate~~ for the remaining quota period.
REF CODE

1. **Left Dial in WORD. Transfer through "quotas. §/p ". Depress Start Button one more time to transfer the second space.**

2. **Check Left Dial setting. Skip 1 time. Type "These §/p ".**

3. **Transfer through "quota: §/p ". Transfer the second space. Skip 1 time. Type "If §/p ".**

4. **Make remaining revisions by yourself.**

5. **Left Dial in AUTO. Complete project. Record Ref Code.**

When making a change in a centered and/or underscored heading:

MATTERS OF ^{FUNDAMENTAL} POLICY

POLICY ~~STATEMENT~~ 1971-72

1. Set the Left Dial in LINE.
2. Skip the entire line containing the error or change.
3. Retype the entire line including the Carrier return at the end
   of the line.

When making a change in a line of tabulated material:

If you will be unable to attend your scheduled job interview
on Friday, please notify the Placement Office by Tuesday.

#345	Sandra Bates	2:15 p.m.
#264̶ 3	Denise Conklin	1:45 p.m.
#178	~~Jennifer~~ Hays *Jonathan*	2:45 p.m.

1. Set the Left Dial in LINE.
2. Skip the entire line containing the error or change.
3. Retype the entire line correctly including the Carrier return at
   the end of the line.

1. Search Ref Code 06 ("Student Interviews") on the right
   station. Set your typewriter for single spacing.
2. Add this project to your log sheet.
3. Turn to PLAY TRANSFER.
4. Using the instructions in the margin, transfer the project making
   the necessary revisions.

BULLETIN

Placement

Student ~~Job~~ Interviews •───────────────

The following schedule lists each student to be interviewed
the afternoon of <u>October</u> 25.   Check to be sure that the inter-
viewer with whom you are scheduled is the one you ~~requested.~~ *asked for.*
If you will not be able to meet at the time specified, please
notify the Placement Office promptly.

STUDENT	TIME	COMPANY--INTERVIEWER
Robert Carlson	1:45	Slowing Airline--E. Jones
Joe Haley, ~~Jr.~~	~~2:00~~ *2:30*	Ace Liability Finance--B. Ace
Paul Francis Hill	2:15	Mill Electronics--C. Scott
~~Peter~~ Redick	3:00	Athertøn Machine--J. Bailey
• Linda Stahl	3:15	Graham Telephone--L. Grady

All interviews will be in the Student Union Building--second
floor ballroom.   Copies of your transcript must be presented
at the time of the interview.
                              REF CODE

1. **Left Dial in
   LINE.
   Transfer
   through
   "BULLE-
   TIN**CR CR CR**"
   Skip 1 time.
   Retype
   corrected
   line
   (Remember
   to use
   <u>Backspace</u>
   <u>Code</u>
   <u>Button</u> to
   center.)**

2. **Transfer
   through
   "you. $S \atop p$".
   Left Dial in
   LINE. Skip
   1 time. Type
   "asked
   for. $S \atop p$ CR".**

3. **Transfer
   through
   "E. JonesCR".
   Left Dial in
   LINE. Skip
   1 time.
   Type "Joe
   Haley.....
   ...B. AceCR".**

4. **Make last
   revision by
   yourself.**

5. **Left Dial in
   AUTO.
   Complete
   project.
   Record Ref
   Code.**

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When you first turn the Right Dial to TRANSFER, <u>both</u> sets of lights are lighted. You cannot record on the left tape.

≡ NO RECORD

If you want to type something on the left tape when both sets of lights are lighted, you must:

1. Turn to RECORD L.
2. Type the material.
3. Turn back to TRANSFER.

When you transfer an entire project, you must record a Ref Code on the left tape.

If you only transfer <u>part</u> of a project, you must end that project just as you do when recording — with 2 CR/STC/Ref Code.

The reader automatically has confidence in someone who sends a letter which is correct in every detail. ~~and pleasing to the~~ ~~eye. That kind of letter is always a "winner"~~

2 CR/STC/REF CODE

1. Search Ref Code 03 ("Import Quotas") on the right station.
   Set the typewriter for double spacing.
2. Add this project to your log sheet.
3. Turn to PLAY TRANSFER.
4. Using the instructions in the margin, transfer the project
   making the revisions.

IMPORT QUOTAS CR, CR

There are two kinds of import quotas. They are as follows:

the absolute quota and the tariff-rate quota.

Absolute quota: When the absolute quota is filled, fur-

ther entry of the particular item is ~~prohibited~~ *not allowed* for the rest

of the quota period.

Tariff-rate quota: When the tariff-rate quota is filled,

the import item may be entered; however, that item will be sub-

ject to a higher duty ~~rate for the remaining quota period.~~

2 CR/STC/REF CODE

1. **Turn Right Dial to RECORD L. Type new heading. (Remember to use Backspace Code Button to center.)**

2. **Turn Right Dial back to PLAY TRANS-FER. Transfer project, making revisions through "higher $\frac{S}{P}$".**

3. **Transfer "duty $\frac{S}{P}$". Backspace once with Backspace Key. Type "." Type "CR CR STC REF CODE"**

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EXERCISE 9

1. Search Ref Code 01 ("Good Letters") on the right station.
   Set your typewriter for single spacing.
2. Add this project to your log sheet.
3. Turn to PLAY TRANSFER.
4. Using the instructions, transfer the project making the revisions.

   YOUR TRANSFER COPY WILL LOOK A LITTLE STRANGE.

   Do not worry about what it looks like.

1. Left Dial in WORD. Transfer through "in $\frac{S}{P}$". Type "all $\frac{S}{P}$".

2. Make next revision.

3. Transfer through "reader $\frac{S}{P}$". Check Left Dial setting. Skip 1 time.

4. Left Dial in AUTO. Complete project. Record Ref Code.

all   *will*

Take pride in ∧the letters you write. They∧represent you
and your boss. Good letters are good-will ambassadors for
a company. If a letter is neat and correct and is in proper
form, the reader is in a positive frame of mind before he
knows what the letter says.

A reader ~~automatically~~ has confidence in someone who sends
a letter which is correct in every detail and pleasing to
the eye. That kind of letter is always a "winner."

REF CODE

LOOK AT YOUR TRANSFER COPY:

One line is too long; another line is too short.

You cannot make a revision in PLAY TRANSFER if the revision
will change the length of the line.

You will learn how to make this type of revision in the next
section.

Play back a final copy of these five projects you transferred.
1. Turn to PLAY L.
2. Check your log and play back the projects.
3. Keep the log for Tape A.
4. Throw away the transfer and finial copies and the log sheet for Tape B. You will not need them any more.
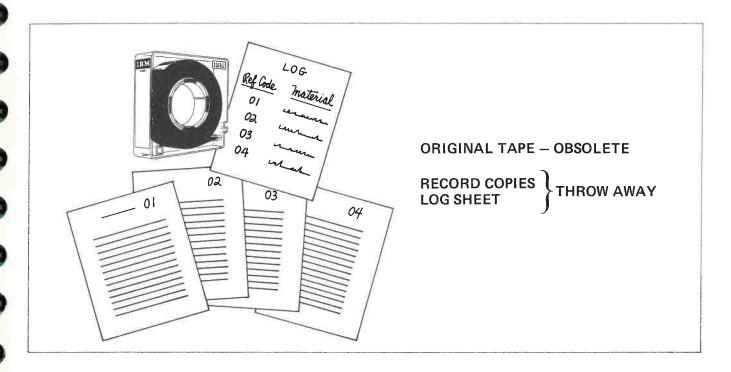
Save Tape A for the next section of the book.

These five exercises have been only for practice in learning how to make revisions when transferring.
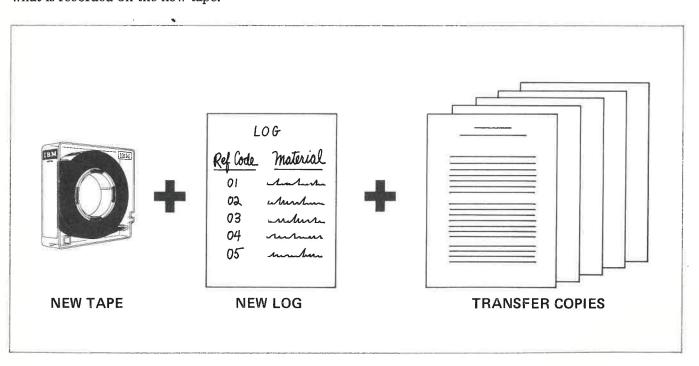
In your office, the original tape on the right station would be
obsolete and could be used for other recording once the projects
have been transferred.

Any copies of material and the log sheet for that tape should be
discarded because they do not match the projects on the new tape.

ORIGINAL TAPE — OBSOLETE

RECORD COPIES
LOG SHEET } THROW AWAY

You would have a new, up-to-date tape from which to play back
final copies of each project. All the changes you made would be
on the new tape.
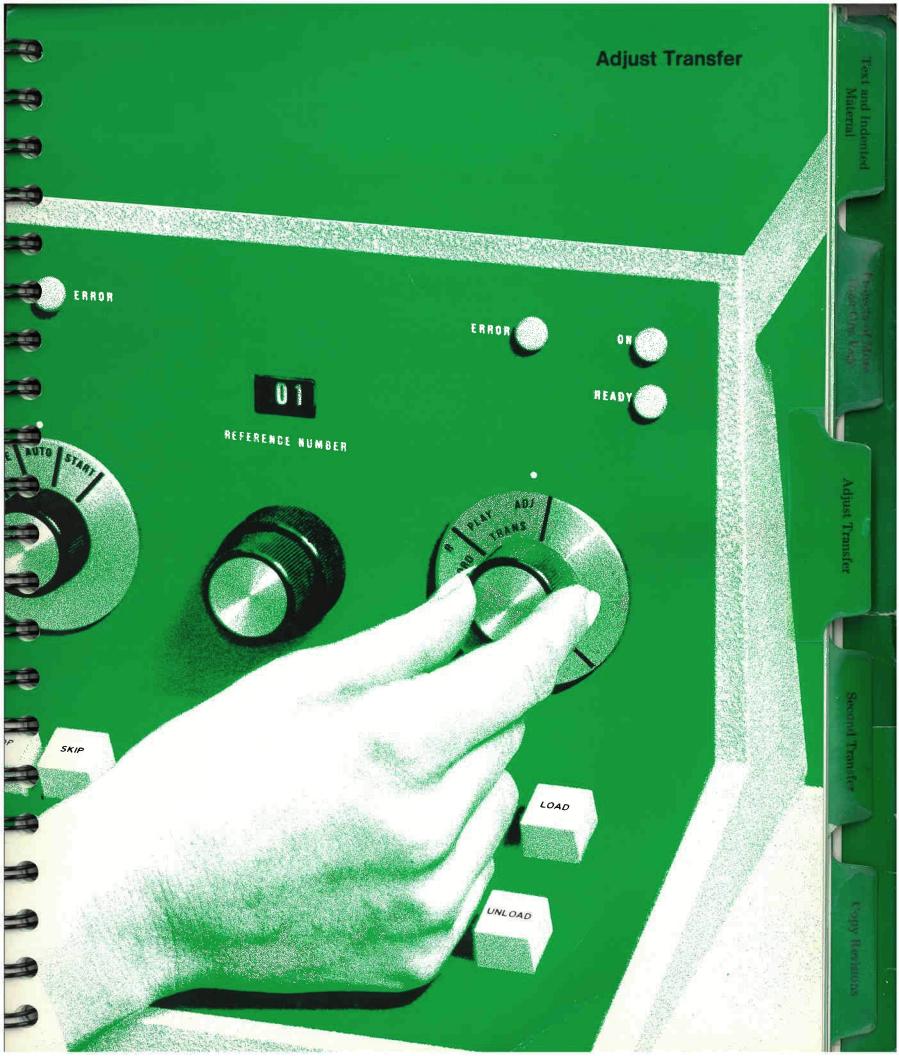
The transfer copies would become the log copies you keep to show
what is recorded on the new tape.

NEW TAPE   NEW LOG   TRANSFER COPIES
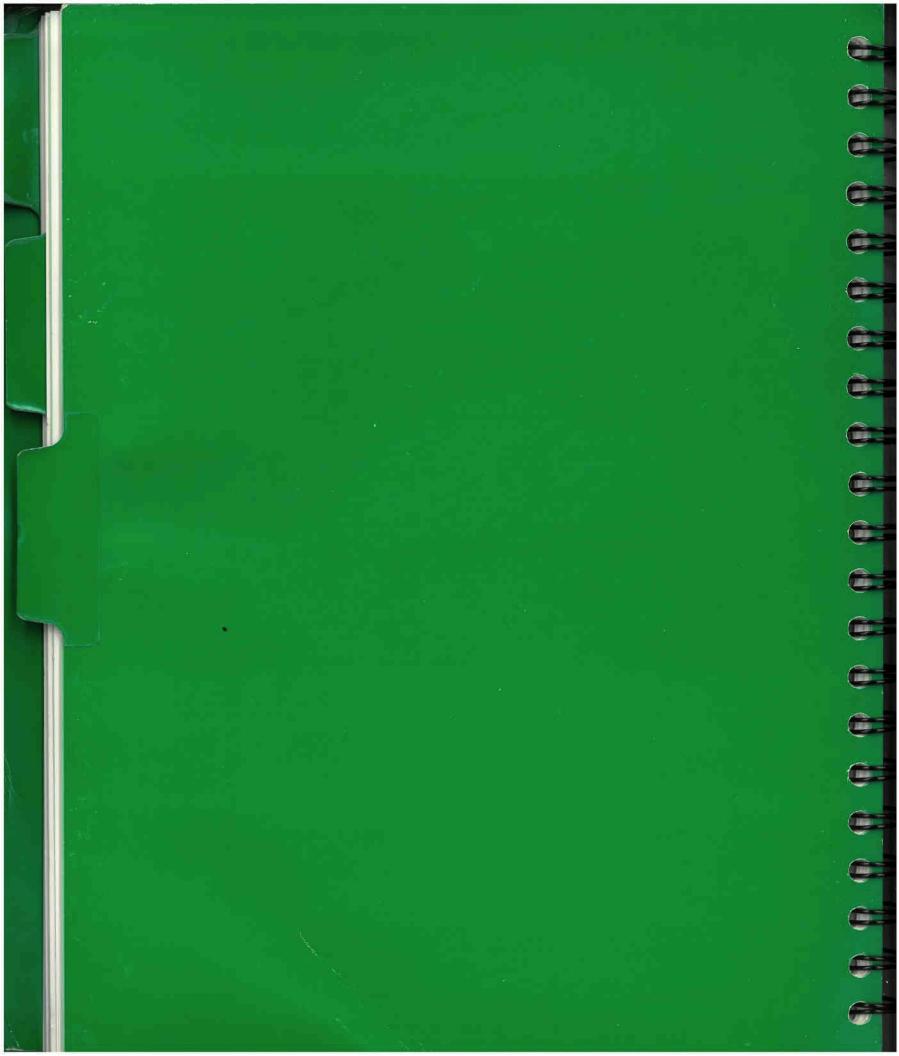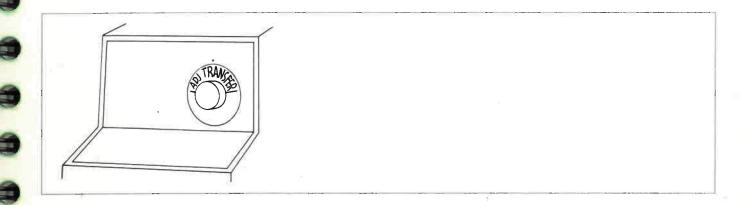
- Author changes and recording errors can be corrected when transferring. All the changes are recorded on the new tape. Changes or revisions are included only on the left tape. The tape on the right station is not changed.

- To skip material when transferring:
    1. Transfer to the point where you wish to skip.
    2. Check the Left Dial setting.
    3. Depress the Skip Button.

- To add material when transferring:
    1. Transfer to the point of addition.
    2. Type in the word, punctuation (if any), and the space, Carrier return or tab that follows the word.

- When skipping and adding material, skip first and then add.

- If part of a word or the punctuation changes, skip the entire word and retype.

- When making changes in a centered or underscored heading:
    1. Set the Left Dial in LINE.
    2. Skip the entire line containing the changes.
    3. Retype the entire line including the Carrier return at the end of the line.

- When making a change in a line of tabulated material:
    1. Set the Left Dial in LINE.
    2. Skip the entire line containing the change.
    3. Retype the entire line correctly including the Carrier return at the end of the line.

- If you make an error when transferring:
    1. Find the last word that transferred.
    2. Line Return, Carrier return, and retype everything, including the last word that transferred.
    3. Continue transferring.

- You cannot record on the left tape when both sets of lights are lighted.

- If you want to type something on the left tape when both sets of lights are lighted, you must:
    1. Turn to Record L.
    2. Type the material.
    3. Turn back to Transfer.

- If you transfer only part of a project, record 2 CR/STC/Ref Code.

- Once material has been transferred, the original tape on the right station is obsolete. The transfer copies become your log copies for the new tape.

ERROR

ERROR

ON

READY

01

REFERENCE NUMBER

AUTO START

SKIP

LOAD

UNLOAD
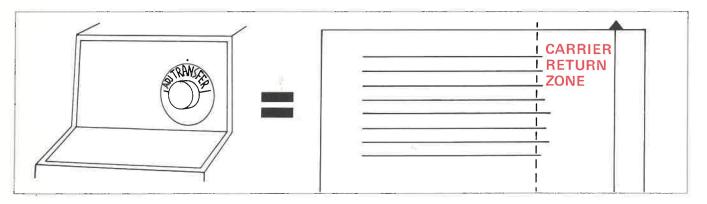
For revisions that make a line too short or too long, dial ADJUST TRANSFER (ADJ TRANSFER).

In PLAY TRANSFER the MT/ST ends each line when it finds a Carrier return.

In ADJUST TRANSFER the MT/ST ignores the way lines are recorded. The CARRIER RETURN ZONE controls where each line ends.

CARRIER RETURN ZONE

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To set up the CARRIER RETURN ZONE for Adjust Transfer:

DESIRED RIGHT MARGIN   RIGHT MARGIN STOP

1. Set the dial for PLAY R.
2. Determine where you wish the line to end on the paper. This is the desired right margin.
3. Set the Right Margin Stop approximately one inch beyond the desired right margin.

NOTE: If you do not have the projects (shown on page 52-54) still
         recorded, go back to those pages and record them before continuing
         in the book.

EXERCISE 1
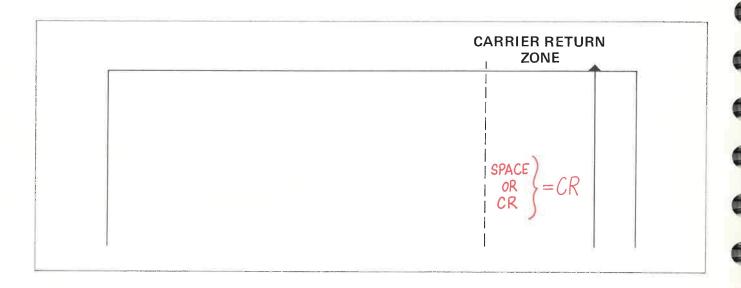
1. Search Ref Code 01 on the left station.
2. Search Ref Code 01 ("Good Letters") on the right station.
3. The desired right margin is 80 (Elite), 70 (Pica). <u>Reset</u> the
   <u>Right Margin Stop</u> — ELITE to 91, PICA to 80.
4. Start a new log sheet for Tape B.
5. Dial ADJ TRANSFER.
6. Using the instructions in the margin, transfer the project below,
   making the same revisions you made earlier.

> The MT/ST will stop when you are not expecting it to. Depress Start and
> continue.
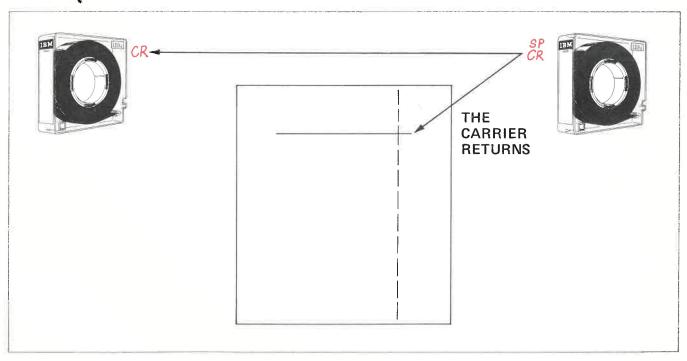
1. Left Dial in
   WORD. Trans-
   fer through
   "in $\frac{S}{P}$". Type
   "all $\frac{S}{P}$".

2. Make next
   revision.

3. Transfer
   through
   "reader $\frac{S}{P}$".
   Check Left
   Dial setting.
   Skip 1 time.

all

will

Take pride in the letters you write. They represent you
and your boss. Good letters are good-will ambassadors for
a company. If a letter is neat and correct and is in proper
form, the reader is in a positive frame of mind before he
knows what the letter says.

A reader automatically has confidence in someone who sends
a letter which is correct in every detail and pleasing to
the eye. That kind of letter is always a "winner."

4. Left Dial in
   AUTO. Com-
   plete project.
   Record Ref
   Code.

REF CODE

LOOK AT YOUR TRANSFER COPY:

> If the revised lines appear too long or too short this time, repeat
> the exercise.

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Once the Carrier enters the CARRIER RETURN ZONE, the
MT/ST will end the line at the very first space or Carrier return
it finds.

CARRIER RETURN
ZONE

SPACE
OR   } = CR
CR

When the MT/ST returns the Carrier because it finds a Carrier
return in the ZONE, a Carrier return transfers to the left tape.

When the MT/ST returns the Carrier because it finds a space, a
Carrier return is recorded on the left tape.

CR

SP
CR

THE
CARRIER
RETURNS

1. Search Ref Code 02 ("Lexicon") on the right station. Be sure the Right Margin Stop is set on 91 (Elite), or 80 (Pica). Set the typewriter for double spacing.
2. Add this project to your log.
3. Dial ADJ TRANSFER.
4. Using the instructions in the margin, transfer the following:

Are you familiar with a lexicon? You probably have one.

If you check a dictionary to find out what it is, you will be

touching a lexicon--the dictionary!

In addition to listing and defining ⟨all⟩ the words ⟨we use,⟩ used,

some dictionaries also provide a secretarial handbook contain-

ing such things as the rules for punctuating, ⟨guidelines for word division,⟩ and the art of

orthography. What is "orthography?" That is ⟨the art of⟩ forming words

with the appropriate letters--or, how to spell.

REF CODE

---
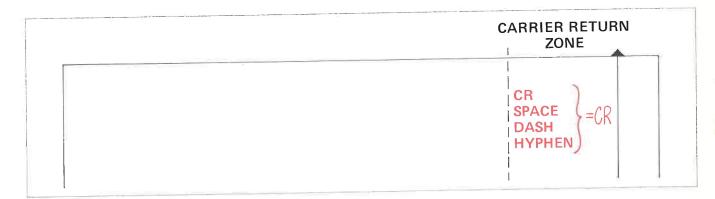
1. Left Dial in LINE. Transfer through "dictionary!".

2. Left Dial in WORD. Transfer through "defining $_p^S$". Type "all $_p^S$".

3. Make the next two revisions.

4. Transfer through "punctuating $_p^S$". Backspace once. Type "," Type "guidelines for word CR division, $_p^S$".

5. Make the next revision.

6. Left Dial in AUTO. Complete the project. Record a Ref Code.

Remember, the MT/ST ends a line when it finds a Carrier return
or a space in the CARRIER RETURN ZONE.

The MT/ST also will end a line when it finds a hyphen or a dash
in the ZONE.

CARRIER RETURN
ZONE

CR
SPACE
DASH
HYPHEN } =CR

The MT/ST will end a line <u>before</u> the CARRIER RETURN ZONE
when it finds:
- more than one Carrier return
- a Carrier return followed by a tab.
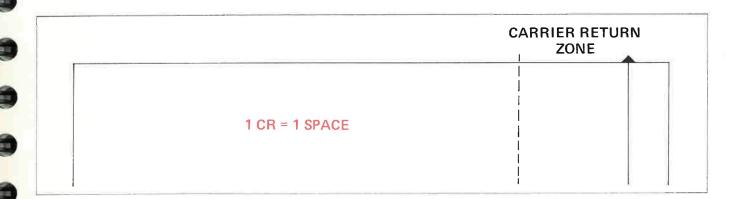
2 OR MORE CR'S = 2 OR MORE CR'S

CR FOLLOWED BY A TAB = CR AND TAB

LOOK AT YOUR TRANSFER COPY:

The MT/ST ended the first paragraph before the ZONE because
it found a Carrier return followed by a tab.
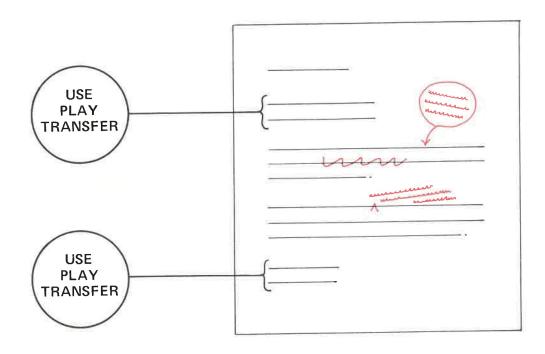
If the MT/ST finds one Carrier return by itself <u>before</u> the ZONE,
it spaces once. A space is recorded on the left tape.

```
                                            CARRIER RETURN
                                                ZONE

              1 CR = 1 SPACE
```

EXERCISE 3

1. Search Ref Code 05 ("Staff Bulletin") on the right station. Set
   the typewriter for single spacing.
2. Add this project to your log.
3. Dial ADJ TRANSFER.
4. Depress Start. The transfer copy will look a little strange.
   Do not stop the MT/ST.
5. When transfer stops at the end of the project, record a Ref Code.
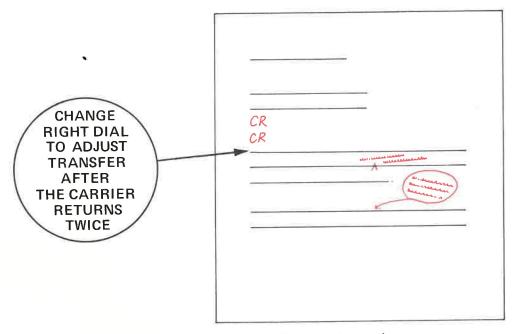
LOOK AT YOUR TRANSFER COPY:

There is only one Carrier return after "Advertising Flash" and
"John P. Hightower." That is why the lines did not transfer
correctly in ADJ TRANSFER.

To transfer lines that will not transfer correctly in ADJ
TRANSFER, use PLAY TRANSFER.

Always let both Carrier returns transfer before changing from
PLAY TRANSFER to ADJ TRANSFER (or vice versa).

If you change the Right Dial between two Carrier returns, the
Carrier will not return twice.

NOTE: This also applies to the Carrier return/tab combination.

EXERCISE 4

1. Search Ref Code 05 ("Staff Bulletin") on the right station.
2. Add this project to your log.
3. Dial PLAY TRANSFER.
4. Using the instructions in the margin, make the following revisions:

Remember, if the MT/ST stops when you are not expecting it to, simply depress Start.

STAFF BULLETIN

Advertising Flash
September 9, 1971

a very
Television is ~~an~~ important advertising vehicle in our market
area. Here are three reasons why:

a few
1.   There are ~~more~~ than 110,600 homes in the area, repre-
senting more people than the population of Tulsa, Oklahoma.

2.   A minimum of 15,000 houses are "tuned in" at any given
time between 8 a.m. and 11 p.m. daily.

TV's
3.   Area retailers are selling more than 1,000 ~~television~~
sets a month. Therefore, we will be reaching more and more
people each month.

John P. Hightower
President
REF CODE

1. Left Dial in LINE. Transfer through "1971 *CR CR*".
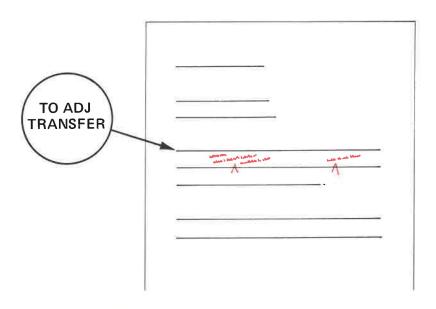
2. Right Dial in ADJ TRANSFER. Make revisions.
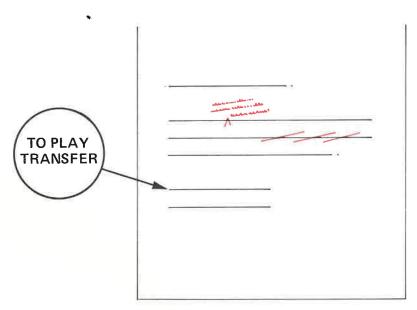
3. Right Dial in PLAY TRANSFER. Left Dial in AUTO. Complete project. Record Ref Code.

When revisions change line lengths, change to ADJ TRANSFER on the first line of the material to be revised. For example:

Leave the dial in ADJ TRANSFER to complete transfer unless some portion of the material must be transferred in PLAY TRANSFER. For example:

Remember, do not change the dial between two Carrier returns or a Carrier return and a tab. (You may have to depress Start three times to transfer two Carrier returns or a Carrier return/ tab combination.)

EXERCISE 5

1. Search Ref Code 05 ("Staff Bulletin") on the right station.
2. Add this project to your log.
3. Dial PLAY TRANSFER and try making the same revisions
   without instructions.

```
                STAFF BULLETIN


                Advertising Flash
                September 9, 1971
                        a very
                Television is ʌan important advertising vehicle in our market
                area.  Here are three reasons why:
                        a few
                1.    There areʌmore than 110,600 homes in the area, repre-
                senting more people than the population of Tulsa, Oklahoma.

                2.    A minimum of 15,000 houses are "tuned in" at any given
                time between 8 a.m. and 11 p.m. daily.
                                                              TV
                3.    Area retailers are selling more than 1,000 television
                sets a month.  Therefore, we will be reaching more and more
                people each month.

                John P. Hightower
                President
```

You should have remembered to:
1. Let both Carrier returns transfer before changing from
   PLAY TRANSFER to ADJ TRANSFER (and vice versa).
2. Record a Ref Code when transfer stopped.

Dial PLAY L, check your log, and play back final copies in the
following order:
1. the last "Staff Bulletin"
2. "Good Letters"
3. "Lexicon" (double space)

Discard the transfer and final copies and the log sheet for Tape B.

Remember, if the Left Dial is in WORD, you depress Start (or Skip) once for each "word."

Words connected by a permanent hyphen are <u>one</u> word to the MT/ST.

<div style="border:1px solid #000; padding:1em;">

ONE WORD

    the absolute quota and the tariff-rate

</div>

Therefore, in Word you would depress Skip once for the revision below:

<div style="border:1px solid #000; padding:1em;">

    the absolute quota and the ~~tariff-rate~~

</div>

EXERCISE 6

1. Search Ref Code 01 on the left station.
2. Search Ref Code 03 ("Quotas") on the right station.
3. Start a new log for Tape B.
4. Dial ADJ TRANSFER.

Make the following revisions:

There are two kinds of import quotas. They are as follows:

the absolute quota and the tariff-rate quota.

Absolute quota: When ~~the absolute~~ *this* quota is filled, fur-

ther entry of the particular item is prohibited for the rest

of the quota period.

Tariff-rate quota: When ~~the tariff rate~~ *this* quota is filled,

the import item may be entered; however, that item ~~will be~~ *is* sub-

ject to a <u>higher duty rate</u> for the remaining quota period.

REF CODE

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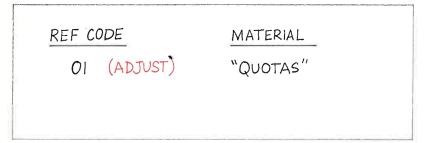
Remember, you recorded a "temporary" hyphen in a special way.

If a word with a temporary hyphen falls before the end of the line in ADJ TRANSFER, the MT/ST will transfer the hyphen but will not print it.

RECORD COPY

—————————————
———————————————.

————————————— fur-
ther————————————
—————————————
——————————.

ADJ TRANSFER COPY

—————————————
———————————————.

————— further—————
—————————————
——————————.
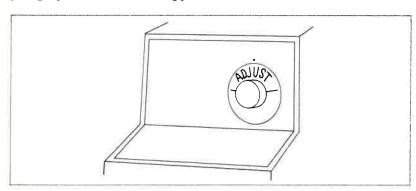
Notice that the MT/ST did not print the temporary hyphens in "further" and "subject."

When a temporary hyphen does not print in ADJ TRANSFER, mark "Adjust" on the log sheet . . .

REF CODE   MATERIAL

01 (ADJUST)   "QUOTAS"

. . . and set the Right Dial for ADJUST (instead of PLAY) when you play back the final copy.

Mark your log sheet. You will be instructed when to play back a final copy.

Remember:
- A "word" to the MT/ST ends with a space, Carrier return, or tab.
- A temporary hyphen looks like this: fur $\frac{S}{P}$ / $\frac{B}{C}$ / – /CR/ther$\frac{S}{P}$

Therefore, in Word you would depress Skip <u>three</u> <u>times</u> for the revision below:

> When the absolute quota is filled, ~~fur-~~
> ~~ther~~ entry of the particular item is prohibited

EXERCISE 7

1. Search Ref Code 03 ("Quotas") on the right station.
2. Add this project to your log.
3. Dial ADJ TRANSFER.

Make the following revisions:

> *The*
> ~~There are~~ two kinds of import quotas. ~~They~~ are as follows:
>
> the absolute quota and the tariff-rate quota.
>
> <u>Absolute</u> <u>quota</u>: When the absolute quota is filled, ~~fur-~~
>
> ~~ther~~ entry of the particular item is prohibited for the rest
>
> of the quota period.
>
> <u>Tariff-rate</u> <u>quota</u>: When the tariff-rate quota is filled,
>
> *taxed*
> the import item may be entered; however, that item will be ∧ ~~sub-~~
>
> *at*
> ~~ject to~~ a <u>higher</u> ~~duty~~ <u>rate</u> for the remaining quota period.
>
> *REF CODE*
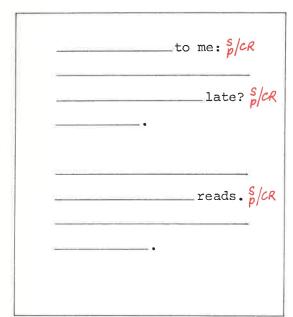
You should have remembered to:
1. Skip the extra space after "quotas."
2. Depress Skip three times to skip "further" and "subject."

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Remember, when you record the last word of a sentence near the
right margin, you must space before you Carrier return.

RECORD COPY

_____ to me: $\frac{S}{P}$/CR

_____ late? $\frac{S}{P}$/CR

_____ .

_____ reads. $\frac{S}{P}$/CR

_____

_____ .

This extra space guarantees there will be the necessary two spaces
at the end of a sentence if it falls in the middle of the line during
ADJ TRANSFER.

ADJ TRANSFER COPY

_____

_____ to me: $\frac{S\ S}{P\ P}$ _____

_____

_____ late? $\frac{S\ S}{P\ P}$ ___

_____ .

_____

_____

_____ reads. $\frac{S\ S}{P\ P}$ ___

_____ .

There should be two spaces after the colon in the first paragraph.

Two words connected by a dash are <u>one</u> word to the MT/ST.

<div style="border:1px solid;">

ONE WORD

<u>touching</u> a lexicon--the dictionary!

</div>

Therefore, in Word you would depress Skip once for the
revision below . . .

<div style="border:1px solid;">

<u>touching</u> a lexicon--the dictionary!

</div>

. . . and retype the two words.

EXERCISE 8

1. Search Ref Code 02 ("Lexicon") on the right station.
2. Add this project to your log.
3. Dial ADJ TRANSFER.

Make the following revisions:

> Are you familiar with a lexicon? You probably have one.
>
> If you check a~~ ~~dictionary to find out what it is, you <u>will</u> <u>be</u> *your*
>
> <u>touching</u> a lexicon,--the dictionary! *2 CR/STC/ REF CODE*
>
> ~~In addition to listing and defining the words used,~~
>
> ~~some dictionaries also provide a secretarial handbook contain-~~
>
> ~~ing such things as the rules for punctuating and the art of~~
>
> ~~orthography. What is "orthography?" That is forming words~~
>
> ~~with the appropriate letters--or, how to spell.~~

Check your log sheet and play back a final copy of the projects.
Save Tape A and the log sheet. You will need them for the next section.
Discard the transfer and final copies and the log sheet for Tape B.

FOR REVIEW:

- When revisions change line lengths, use ADJ TRANSFER.

- In ADJ TRANSFER, the CARRIER RETURN ZONE controls where lines end.

  To set up the Carrier Return Zone:
  1. Determine the desired right margin.
  2. Set the Right Margin Stop about one inch beyond the desired right margin.

  The MT/ST ends a line in the Carrier Return Zone as soon as it finds one of the following:

  Space
  Hyphen or Dash
  Carrier return

- The MT/ST ends a line before the Carrier Return Zone if it finds:

  2 or more CR's
  CR and TAB

- The MT/ST will space if it finds only one Carrier return before the Zone.

- Always change to ADJ TRANSFER on the first line of the material to be revised.

  Once you set the Dial on ADJ TRANSFER, leave it there to finish the page, unless certain lines must be transferred in PLAY TRANSFER.

- Do not change from PLAY TRANSFER to ADJ TRANSFER or vice versa between two Carrier returns or a Carrier return/ tab combination.

- Words connected by a dash transfer or skip as one word.

- Words with permanent hyphens transfer or skip as one word.

- Words with temporary hyphens transfer or skip as three words.

- If a word with a temporary hyphen falls before the end of the line in ADJ TRANSFER, the MT/ST will not print the hyphen.

  When a temporary hyphen does not print in ADJ TRANS-FER, always use ADJUST to play back the final copy.

- You cannot search in ADJ TRANSFER.

When separating blocked paragraphs (⁋):

1. Be sure the Right Dial is in ADJ TRANSFER.
2. Skip the last word of the sentence.
3. Skip the extra space (or the Carrier return).
4. Retype only the word and the punctuation mark.
5. Return the Carrier for the new paragraph.
6. Depress Start.

EXERCISE 1
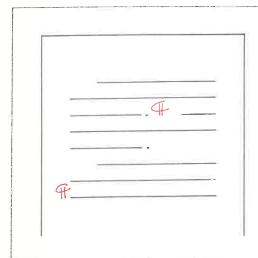
1. Search Ref Code 01 on the left station.
2. Search Ref Code 04 ("The Comma") on the right station.
3. Set the typewriter for single spacing. Be sure the Right Margin
   Stop is on 91 (Elite), 80 (Pica).
4. Start a new log for Tape B. (Mark "Comma-4 ⁋'s" at Ref
   Code 01.)
5. Dial ADJ TRANSFER and make the following revisions:

> The comma is such a small thing as far as its actual size is
> concerned, but it is such a big thing as far as its importance
> to a sentence is concerned. This punctuation mark is an aid
> to clear communication.⁋However, a misplaced comma can con-
> fuse or change the meaning of a sentence.
>
> It is very important to know when to use a comma in order to
> convey the right message. Too often commas are used like
> salt--just sprinkled at random throughout a sentence. They
> are not meant to be used like salt!⁋When you use a comma, be
> able to say why it was used. Apply good "comma" sense in all
> your writing.
>
> REF CODE

If the temporary hyphen in the word "confuse" did not print,
mark "Adjust" on your log sheet.

When separating indented paragraphs $(\mathcal{H})$:

1. Be sure the Right Dial is in ADJ TRANSFER.
2. Skip the last word of the sentence.
3. Skip the extra space (or the Carrier return).
4. Retype only the word and the punctuation mark.
5. Return the Carrier (if necessary) and <u>tab</u> to indent the new paragraph.
6. Depress Start.

EXERCISE 2

1. Search Ref Code 02 ("Lexicon") on the right station.
2. Set the typewriter for double spacing.
3. Add this project to your log. (Mark "Lexicon- 4 $\mathcal{H}$'s ".)
4. Dial ADJ TRANSFER and make the following revisions:

Are you familiar with a lexicon? You probably have one.

$\mathcal{H}$ If you check a dictionary to find out what it is, you <u>will be</u>

<u>touching</u> a lexicon--the dictionary!

In addition to listing and defining the words used,

some dictionaries also provide a secretarial handbook contain-

ing such things as the rules for punctuating and ~~the art of~~

orthography. $\mathcal{H}$ What is "orthography?" That is forming words

with the ~~appropriate~~ *proper* letters--or, how to spell.

REF CODE

When combining blocked paragraphs:

1. Be sure the Right Dial is in ADJ TRANSFER.
2. Skip the last word in the first paragraph.
3. Skip the second Carrier return.
4. Retype the word and the punctuation; space twice.
5. Depress Start.

EXERCISE 3
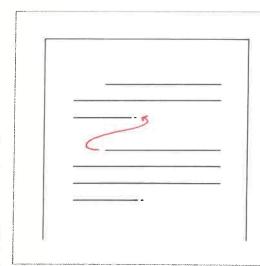
1. Search Ref Code 04 ("Comma") on the right station.
2. Set the typewriter for single spacing.
3. Add this project to your log. (Mark "Comma-!Ꝗ".)
4. Dial ADJ TRANSFER and make the following revisions:

```
        The comma is such a small thing as far as its actual size is
        concerned, but it is such a big thing as far as its importance
        to a sentence is concerned.  This punctuation mark is an aid
                                                          could
        to clear communication.  However, a misplaced comma can con-
        fuse or change the meaning of a sentence.

        It is very important to know when to use a comma in order to
        convey the right message.  Too often commas are used like
        salt--just sprinkled at random throughout a sentence.  They
        are not meant to be used like salt!  When you use a comma, be
        able to say why it was used.  Apply good "comma" sense in all
        your writing.
```

Did you remember to record 2 CR's/STC/Ref Code after "salt!"?

When combining indented paragraphs:

1. Be sure the Right Dial is in ADJ TRANSFER.
2. Skip the last word in the first paragraph.*
3. Skip the tab with the Left Dial in Word.
4. Retype the word and the punctuation; space twice.
5. Depress Start.

EXERCISE 4

1. Search Ref Code 02 ("Lexicon") on the right station.
2. Set the typewriter for double spacing.
3. Add this project to your log. (Mark "Lexicon- 1F ".)
4. Dial ADJ TRANSFER and make the following revisions:

> Are you familiar with a lexicon? You probably have one.
>
> If you check a dictionary to find out what it is, you will be
>
> touching a lexicon--the dictionary!
>
> In addition to listing and defining the words used,
>
> some dictionaries also provide a ~~secretarial~~ handbook which contains ~~contain-~~
>
> ~~ing such things as~~ the rules for punctuating. ~~and the art of~~
>
> ~~orthography. What is "orthography?" That is forming words~~
>
> ~~with the appropriate letters or, how to spell.~~

*If there are two Carrier returns, skip the second Carrier return.

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EXERCISE 5

1. Search Ref Code 06 ("Student Interviews") on the right station.
   Set the typewriter for single spacing.
2. Add this project to your log.
3. Dial ADJ TRANSFER and make the following revisions:

BULLETIN

Student Job Interviews

students listed below

The ~~following schedule lists~~ each student, to be interviewed *company*
the afternoon of <u>October 25.</u> Check to be sure that the ~~inter-~~
~~viewer~~ with whom you are scheduled is the one you requested.
~¶~ If you will not be able to meet at the time specified, ~~please~~
notify the Placement Office promptly.

are

STUDENT	TIME	COMPANY--INTERVIEWER	
Robert Carlson	1:45	Slowing Airline--E. Jones	**USE**
Joe Haley, Jr.	2:00	Ace Liability Finance--B. Ace	**PLAY**
Francis Hill	2:15	Mill Electronics--C. Scott	**TRANSFER**
Peter Redick	3:00	Atherton Machine--J. Bailey	
Linda Stahl	3:15	Graham Telephone--L. Grady	

Library

All interviews will be in the ~~Student Union Building~~--second
floor ~~ballroom.~~ Copies of your transcript must be presented
at the time of the interview.

conference room.

Remember, once projects have been transferred, the original tape
on the right station is obsolete. You have a new tape from which
to play back final copies of the projects.

Tape A on the right station and the log sheet are now obsolete.
You will not need them for the remainder of the book. The tape
can be used for other recording. Discard the log sheet for Tape A.

Save Tape B, the transfer copies, and the log sheet for Tape B.
You will need them for the next section.

FOR REVIEW:

- To separate a blocked paragraph:
    1. Be sure the Right Dial is in ADJ TRANSFER.
    2. Skip the last word of the sentence.
    3. Skip the extra space (or the Carrier return).
    4. Retype only the word and the punctuation mark.
    5. Return the Carrier for the new paragraph.
    6. Depress Start.

- To separate an indented paragraph:
    1. Be sure the Right Dial is in ADJ TRANSFER.
    2. Skip the last word of the sentence.
    3. Skip the extra space (or the Carrier return).
    4. Retype only the word and the punctuation mark.
    5. Return the Carrier (if necessary) and tab to indent the new paragraph.
    6. Depress Start.

- To combine blocked paragraphs:
    1. Be sure the Right Dial is in ADJ TRANSFER.
    2. Skip the last word in the first paragraph.
    3. Skip the second Carrier return.
    4. Retype the word and the punctuation; space twice.
    5. Depress Start.

- To combine indented paragraphs:
    1. Be sure the Right Dial is in ADJ TRANSFER.
    2. Skip the last word in the first paragraph. (If there are two Carrier returns between the paragraphs, skip the second Carrier return also.)
    3. Skip the tab with the Left Dial in Word.
    4. Retype the word and the punctuation; space twice.
    5. Depress Start.

In the last section, you transferred five projects to Tape B. In your office, you would send the transfer copies to your boss to read and make any additional revisions.

If your boss returned three of the transfer copies without revisions, you would either:

- send out the transfer copy, if it is good

        OR

- play back a good, final copy

Then you would mark out the projects on the log sheet as shown below:

TAPE B
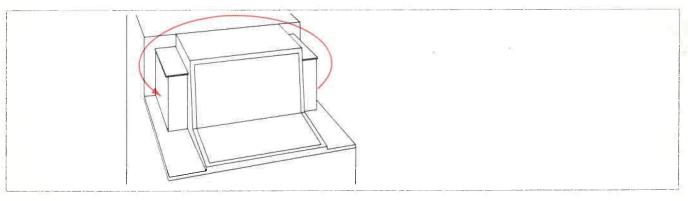
Ref Code	Material
01 (adjust)	Comma - 4 ¶'s
~~02~~	~~Lexicon - 4 ¶'s~~
~~03~~	~~Comma - 1 ¶~~
~~04~~	~~Lexicon - 1 ¶~~
05	Student Interview

Mark out the projects ("Lexicon-4 ¶'s," "Comma-1 ¶," and "Lexicon- 1 ¶") on your log sheet and throw away these transfer copies.

Should your boss return the other two copies with additional revisions, you will need to revise again.

To revise the projects again, you will need to transfer a second time.

Remember, you can transfer only from the right station to the left station.

Prepare to transfer again:

1. Remove Tape A from the right station. (Use the Reminder Card for help.)

   Remove Tape B from the left station.

2. Load Tape B on the right station. (Use the Reminder Card for help.)

   Load Tape A on the left station.

1. Search Ref Code 01 on the left station.
2. Search Ref Code of "Student Interviews" on the right station.
3. Start a new log sheet for Tape A.
4. Dial ADJ TRANSFER.
5. Transfer the "Student Interviews" project, making the revisions below:

```
                              BULLETIN


                      Student Job Interviews


        The students listed below are to be interviewed the afternoon
        of October 25.  Check to be sure that the company with whom you
        are scheduled is the one you requested.

        If you will not be able to meet at the time specified, notify
  this  the Placement Office promptly.

        STUDENT                 TIME            COMPANY--INTERVIEWER

        Robert Carlson          1:45            Slowing Airline--E. Jones
        Joe Haley, Jr.          2:00            Ace Liability Finance--B. Ace
        Francis Hill            2:15            Mill Electronics--C. Scott
        Peter Redick            3:00            Atherton Machine--J. Bailey
        Linda Stahl             3:15            Graham Telephone--L. Grady

        All interviews will be in the Library--second floor Conference
        Room.  Copies of your transcript must be presented at the time
        of the interview.

        REF CODE
```

USE
PLAY
TRANSFER

If a temporary hyphen was originally recorded but did not print
during ADJ TRANSFER . . .

RECORD

_____

_____

_____con-

fuse_____

_____

ADJ TRANSFER

_____

_____

_____confuse_____

_____

_____

. . . you would have to skip twice (in Word) to make the follow-
ing revision:*

_____

_____

_____confuse_____

_____

_____

*NOTE: The space, Backspace Code, and hyphen transferred; but the
Carrier return did not.

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1. Search to the Ref Code of "Commas-4 $\mathcal{H}$'s " on the right station.
2. Add this project to your log.
3. Transfer the project, making the revisions below:

   Remember, if the temporary hyphen originally recorded in the word "confuse" did not print the first time you transferred the project, you will have to skip twice in Word.

The comma is such a small thing as far as its actual size is concerned, but it is such a big thing as far as its importance to a sentence is concerned. This ~~punctuation~~ mark is an aid to clear_{er} communication.

However, a <u>misplaced</u> <u>comma</u> can *be confusing* ~~confuse~~ or change the meaning of a sentence.

It is ~~very~~ important to know when to use a comma in order to convey the right message. Too often commas are used like salt-- just sprinkled at random throughout a sentence. They are not meant to be used like salt!

When you use a comma, be able to say <u>why</u> it was used. Apply good "comma" sense in all your writing.

REF CODE

Did you remember to skip twice to skip "confuse?"*

*NOTE: As a reminder for making additional revisions such as the one above, you might want to check (✓) on the transfer copy any word containing a temporary hyphen that did not print when it was transferred.

In your office, you would send the second transfer copies to your boss to read and make any additional revisions.

If the second transfer copies are returned without revisions, you would either:

- send out the transfer copy, if it is good

        OR

- play back a good, final copy

However, if further revisions are needed, you would simply transfer again.

The tape on the Right Station (Tape B) and the log sheet are now obsolete. The tape can be used for other recording. Discard the log sheet.
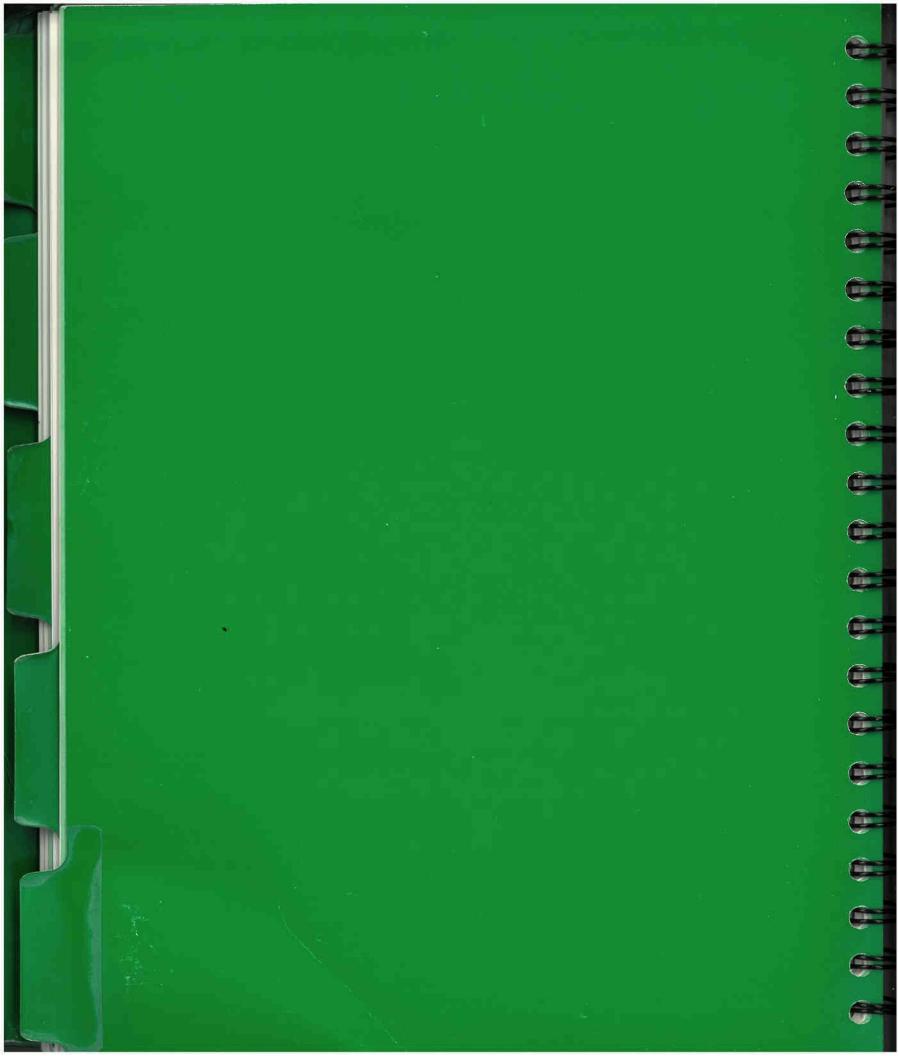
Save Tape A, the transfer copies, and the log sheet. You will need them for the next section.

- After transferring, save the tape you created. Send the transfer copies to your boss to read and make additional revisions.

- If the transfer copies are returned to you . . .

  <u>Without</u> <u>revisions</u> — You can send out the transfer copies unless you have to play back a good, final copy.

  <u>With</u> <u>revisions</u> — You will need to transfer a second time to make additional revisions.

  To transfer a second time, set up the Tape Stations:

  1. Right Tape Station — Load the tape created the first time you transferred.

  2. Left Tape Station — Load any tape available for recording.

- Depress Skip twice (in Word) to skip a word with a temporary hyphen that did not print during ADJ TRANSFER.

- After transferring a second time, if additional revisions still are required, simply repeat the procedures for transferring.

A/02

STAFF BULLETIN

Advertising Flash
September 9, 1971

Television is a very important advertising *medium* ~~vehicle~~ in our market
area. Here are three reasons why:

1.   There are a few more than 110,600 homes in the area, repre-
senting more people than the population of Tulsa, Oklahoma.

2.   A minimum of 15,000 houses are "tuned in" at any given time
between 8 a.m. and 11 p.m. ~~daily.~~ *every day*

3.   Area retailers are selling more than 1,000 TV sets a month.
Therefore, we will be reaching more and more people each month.

John P. Hightower
President

You have been transferring to create a revised tape for future use.

Sometimes you will not need a revised tape. For example, the material is going in the mail and will never be used again, like the sample below.

STAFF BULLETIN

Advertising Flash
September 9, 1971

Television is a very important advertising ~~vehicle~~ *medium* in our market area. Here are three reasons why:

1.   There are a few more than 110,600 homes in the area, representing more people than the population of Tulsa, Oklahoma.

2.   A minimum of 15,000 houses are "tuned in" at any given time between 8 a.m. and 11 p.m. ~~daily.~~ *every day.*

3.   Area retailers are selling more than 1,000 TV sets a month. Therefore, we will be reaching more and more people each month.

John P. Hightower
President

Sally,
The bulletin is fine
but would you make these
few little changes before
you send it out.
RSH

With the Right Dial set on PLAY or ADJUST, instead of Transfer, you can make changes during playback only on the paper in the typewriter. These changes are called "copy revisions."

The tape will not be changed when you make copy revisions.

When making copy revisions, you will skip and add material just as you learned when transferring.

The convention sounds like a ~~wonderful~~ *terrific* opportunity to become acquainted with your products and all ~~the~~ the ^*many* people who sell them.

However, the Right Dial is set on PLAY or ADJUST and the changes are made only on the paper.

1. Dial PLAY L.

2. Set the typewriter for single spacing.

3. Search Ref Code 01 on the left station and make the following revisions in PLAY:

Remember, when revising a centered heading or tabulated material, skip the entire line containing the revision and retype it.

If you make a mistake when typing, start over. Do not turn to Record.

BULLETIN

Student Job Interviews

The students listed below are to be interviewed the afternoon of October 25. Check to be sure that the company with whom you are scheduled is the one you requested.

If you will not be able to meet at the time specified, notify this office promptly.

STUDENT	TIME	COMPANY--INTERVIEWER
Robert Carlson	1:45	Slowing Airline--E. Jones
Joe Haley, Jr.	2:00	Ace Liability Finance--B. Ace
Francis Hill	2:15	Mill Electronics--C. Scott
Peter Redick	3:00	Atherton Machine--J. Bailey
Linda Stahl	3:15	Graham Telephone--L. Grady

Fred Jordan (handwritten, replacing struck-out "Francis Hill")

All interviews will be in the Library--second floor Conference Room. Copies of your transcript must be presented at the time of the interview.

1. Dial ADJUST L. (The revisions will change the line lengths.)
2. Be sure the Right Margin Stop is set on 91 (Elite), 80 (Pica).
3. Search Ref Code 01 and make the following revisions:

Remember, do not change the Right Dial from ADJUST to
PLAY (or vice versa) between two Carrier returns.
If you make a typing error, start over. Do not turn to Record.

BULLETIN

Rescheduled

~~Student~~ Job Interviews

Because you are using
only the typewriter, you
must use the Backspace
Key to center and
underscore the heading.

The students listed below are to be *rescheduled for* interviewed *& on* the afternoon
of October 25. Check to be sure that the company with whom you
are scheduled is the one you requested.

If you will not be able to meet at the time specified, notify
this office promptly.

STUDENT	TIME	COMPANY-INTERVIEWER	
Robert Carlson	1:45	Slowing Airline--E. Jones	
Joe Haley, Jr.	2:00	Ace Liability Finance--B. Ace	USE
~~Francis Hill~~	~~2:15~~	~~Mill Electronics--C. Scott~~	PLAY
~~Peter Redick~~	~~3:00~~	~~Atherton Machine--J. Bailey~~	
Linda Stahl	3:15	Graham Telephone--L. Grady	

All interviews will be in the Library--second floor Conference
Room. Copies of your transcript must be presented at the time
of the interview.

You will not be needing the material on Tape A again. You can
use Tape A for other recording.
DISCARD ALL TRANSFER, FINAL, AND LOG SHEET
COPIES BEFORE CONTINUING IN THE BOOK.

If you type projects combining tables and indented material with text . . .

. . . do this section.
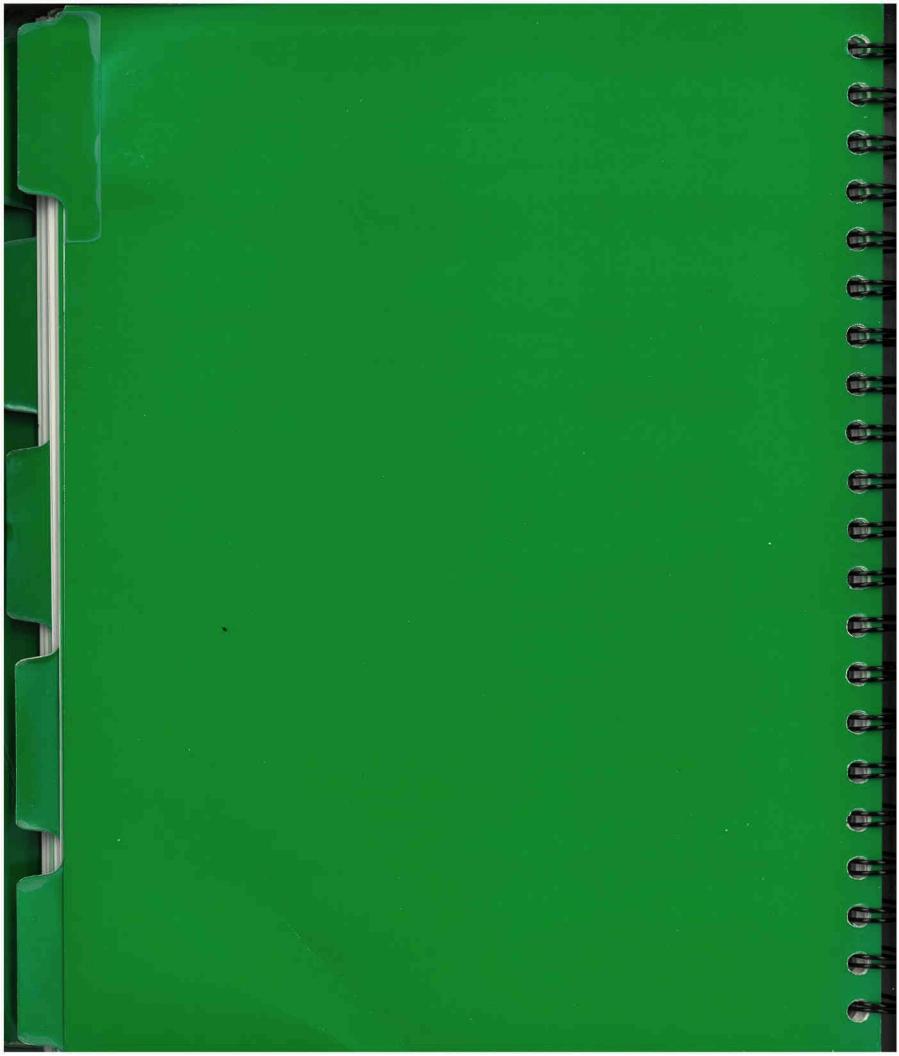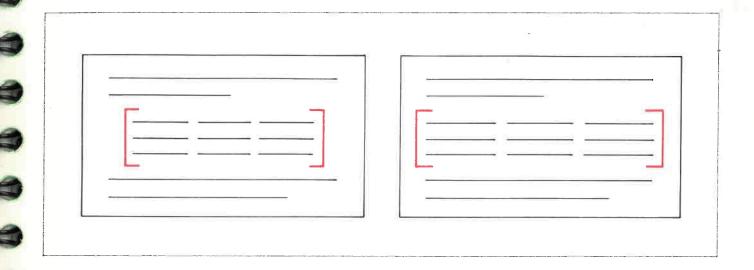
If you do not do this type of work,
turn to the next section
(Projects of More Than One Page).
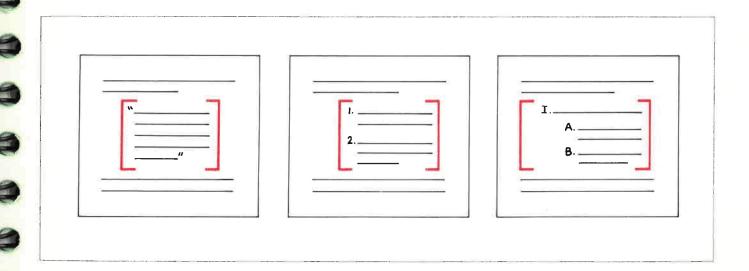
A table or a section of indented material often comes between two regular text paragraphs.

It could be a table set up in columns, like either of these:
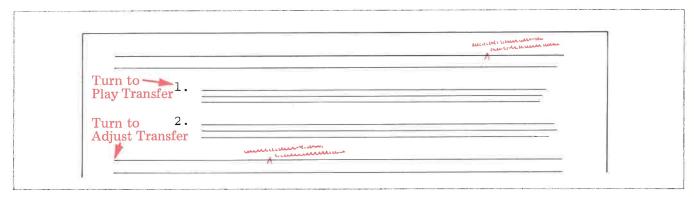
It could also be an indented sentence or outline, like any of these:
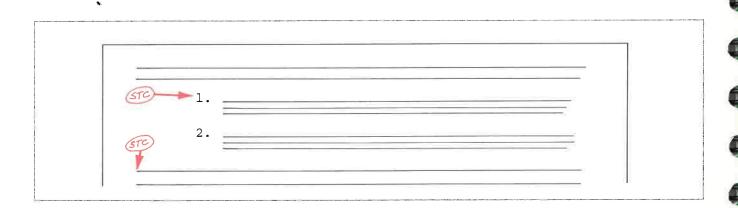
If the project is later transferred, you <u>may</u> have to use ADJ TRANSFER for the paragraphs.

However, you <u>must use</u> PLAY TRANSFER for tables or indented material.

You will want the MT/ST to stop automatically where you need to change from ADJ TRANSFER to PLAY TRANSFER or vice versa.

Therefore, when recording the project, record a Stop Trans Code (STC) where you will want to change the dial during transfer. At the same time, if you need to change from double to single spacing (or vice versa), you may do so.

Write STC on the copy for these examples to show where you
want transfer to stop automatically.

This will confirm our telephone conversation of this morning.
Among the new group of sales trainees, only three men have had
net sales of more than $30,000 during the present month.   They
are:

Salesman	Gross	Net
Arthur MacDougall	$39,776	$36,267
Francis Woodward	36,177	33,275
Robert Jackson	35,082	33,135

All of these men have outstanding records, as I am sure you will
agree. If they continue to develop their abilities at the same
rate during the next year, I feel certain that they will be among
our top producers within the next five years.

It had been proposed that the Bylaws be amended by deleting the

phrase "during the month of April" and inserting therein "within

thirty days of the anniversary date of the Corporation."   The pro-

posed change was approved. Article VII, Section 2, now reads:

> "Time and Place. The time and place for the annual
> meeting of the Corporation shall be determined by the
> Board of Directors. Such meeting may be held jointly
> with other meetings, at the discretion of the Board
> of Directors. The annual meeting shall be scheduled
> within thirty days of the anniversary date of the Cor-
> poration."

The new wording of the Bylaws allows greater flexibility to the

staff in setting the date for the annual meeting.

You should have marked the Stop Trans Code at these places:

This will confirm our telephone conversation of this morning. $\frac{s}{p}/CR$
Among the new group of sales trainees, only three men have had
net sales of more than $30,000 during the present month.   They
are:

STC ► Salesman	Gross	Net
Arthur MacDougall	$39,776	$36,267
Francis Woodward	36,177	33,275
Robert Jackson	35,082	33,135

STC
All of these men have outstanding records, as I am sure you will
agree. If they continue to develop their abilities at the same
rate during the next year, I feel certain that they will be among
our top producers within the next five years.

It had been proposed that the Bylaws be amended by deleting the

phrase "during the month of April" and inserting therein "within

thirty days of the anniversary date of the Corporation." The pro-

posed change was approved. Article VII, Section 2, now reads:

STC ► "Time and Place. The time and place for the annual
         meeting of the Corporation shall be determined by the
         Board of Directors. Such meeting may be held jointly
         with other meetings, at the discretion of the Board
         of Directors. The annual meeting shall be scheduled
         within thirty days of the anniversary date of the Cor-
         poration."

STC
The new wording of the Bylaws allows greater flexibility to the

staff in setting the date for the annual meeting.

EXERCISE 1 — Recording Projects with Tables
or Other Indented Material

1. Load Tape A on the right station.

2. Check your typewriter adjustments:

ELITE
Margins at 20 and 85
Tabs set every 5th
    space (25,30,35, etc.)
Single spacing

PICA
Margins at 10 and 75
Tabs set every 5th
    space (15,20,25, etc.)
Single spacing

3. Start a new log sheet for Tape A.

```
TAPE A
Ref Code   material
  01       Salesmen
  02       Bylaws
```

4. Record the two projects you just marked. Record Stop Trans
Codes where they are needed.

EXERCISE 2 — Playing Back a Project with a Table

1. Dial Play R and search Ref Code 01 ("Salesmen").

2. Set the typewriter for single spacing.

3. Set the Left Dial on Auto and depress Start.

Each time the MT/ST stops, depress Start and continue
playing back until the entire project plays back.

EXERCISE 3 — Playing Back a Project with Double and Single
Spacing

1. Search Ref Code 02 ("Bylaws").

2. Set the typewriter for double spacing.

3. Play back this project.

When the MT/ST stops, change the spacing before depressing
Start to continue.

You will be transferring these projects to make revisions. Check to see that your playback copies match the copies in the book. If they do not, repeat Exercise 1.

Remember:
- You must use Play Transfer for a table or other indented material.
- You have recorded Stop Trans Codes so the MT/ST will stop for you to change the Right Dial.
- If a line in a table changes, skip the entire line and retype it.

EXERCISE 4

1. Load Tape B on the left station and search Ref Code 01.
2. Start a new log sheet for Tape B.
3. Dial PLAY R and search Ref Code 01 ("Salesmen").
4. Dial ADJ TRANSFER and make the following revisions:

> *discussion*
> This will confirm our ~~telephone conversation~~ of this morning. Among the new group of sales trainees, only three men have had net sales of more than $30,000 during the present month. They are:
>
> | Salesman | Gross | Net |
> |----------|-------|-----|
> | Arthur MacDougall | $39,776 | $36,267 |
> | Francis ~~Woodward~~ WOOD | 36,177 | 33,275 |
> | Robert Jackson | 35,082 | 33,135 |
>
> All of these men have outstanding records, as I am sure you will agree. If they continue to develop their abilities at the same rate during the next year, ~~I feel certain that~~ they will be among our top producers within the next five years.

You should have remembered to:
1. Use ADJ TRANSFER for the regular paragraphs. If you did not, some lines may be too short.
2. Use PLAY TRANSFER for the tabulation.
3. Skip in LINE for the line beginning "Francis Woodward."

146

If most of a table changes:
1. Transfer any good part at the beginning in LINE.
2. Skip the rest in AUTO.
   (The Stop Trans Code at the end of the tabulation will
   stop the skipping action.)
3. Retype the correct tabulation, the 2 CR's, and the STC.

EXERCISE 5

1. Search Ref Code 01 ("Salesmen") on the right station.
2. Add this project to the log for Tape B.
3. Dial ADJ TRANSFER and make the following revisions:

> This will confirm our telephone conversation of this morning.
> Among the ~~new group of~~ sales trainees, only three men have had
> net sales of more than $30,000 during the present month.   They
> are:
>
> | Salesman | Gross | Net |
> |----------|-------|-----|
> | Arthur MacDougall | $39,776 | $36,267 |
> | Francis Woodward | ~~36,177~~ 36,742 | 33,275 |
> | *Bob* ~~Robert~~ Jackson | ~~35,082~~ 35,802 | ~~33,135~~ 33,333 |
>
> All of these men have outstanding records, as I am sure you will
> agree.   If they continue to develop their abilities at the same
> rate, ~~during the next year,~~ I feel certain that they will be among
> our top producers within the next five years.

You should have remembered to:
1. Transfer the column headings and the first line of the table
   in LINE.
2. Skip the rest of the table in AUTO.
3. Carrier return twice and record a Stop Trans Code after
   retyping the rest of the table. If you did not Carrier return
   twice, there is no blank line between the table and the
   following paragraph.
4. Transfer the last paragraph in ADJ TRANSFER. If you did
   not, one line is too short.

You must transfer indented material in Play Transfer. You can revise indented material in Play Transfer if the line length will not change more than a few spaces:

posed change was approved.   Article VII, Section 2, now reads:

"Time and Place.   The time and place for the annual
meeting of the Corporation shall be ~~determined~~ by the
Board of Directors.   Such meeting may be held jointly
with other meetings, at the discretion of the Board
of Directors.   ~~The~~ annual meeting shall be scheduled
within thirty days of the anniversary date of the Cor-
poration."

The new wording of the Bylaws allows greater flexibility to the

These changes can easily be made without changing the length of any line.

However, if the revision will change line lengths:

posed change was approved.   Article VII, Section 2, now reads:

"Time and Place.   The time and place for the annual
meeting of the Corporation shall be determined by the
Board of Directors.   Such meeting may be held jointly
with other meetings, ~~at the discretion~~ of the Board
of Directors.   The annual meeting shall be scheduled
within thirty days of the anniversary date of the Cor-
poration."   *provided such meeting must also be attended by*

The new wording of the Bylaws allows greater flexibility to the

1. Transfer to the revision.
2. Skip the rest of the indented material in AUTO.
3. Retype the rest of the indented material, the 2 CR's and the STC.

1. Search Ref Code 02 ("Bylaws") on the right station.
2. Add this project to your log for Tape B.
3. Set the typewriter for double spacing.
4. Dial PLAY TRANSFER and make the following revisions:

It had been proposed that the Bylaws be amended by deleting the

phrase "during the month of April" and inserting therein "within

thirty days of the anniversary date of the Corporation." The pro-

posed change was approved. Article VII, Section 2, now reads:

"Time and Place. The time and place for the annual
meeting of the Corporation shall be determined by the
Board of Directors. Such meeting may be held jointly
with other meetings, at the discretion of the Board
of Directors. The annual meeting shall be scheduled
within thirty days of the anniversary date of the Cor-
poration." provided such meeting must also be attended by

The new wording of the Bylaws allows greater flexibility to the

staff in setting the date for the annual meeting.

You should have remembered to:

1. Transfer to the revision and skip the rest in AUTO.
2. Carrier return twice and record a Stop Trans Code after
   typing the rest of the indented material.

Dial PLAY L and play back final copies of these Exercises 4-6.

1. Search to an available Ref Code on the right station.
2. Record the following letter:

    Record Stop Trans Codes where necessary for the indented
    material.

    Type the copy line for line.

```
Date



        Mr. L. M. Hawkins, President
        Brierly and Baxter, Inc.
        28804 N. W. Lander Street
        Los Angeles, California  90000

        Dear Mr. Hawkins:

        Here are my reactions to the existing contract specifications and
        some recommendations for changes in wording the next time a simi-
        lar case comes up.  If these changes are adopted, I feel sure our
        interests will be as well protected as they are at the present. S/C
        The primary benefit which should accrue from the new wording is a  P/R
        more harmonious working relationship.

            1.02c       The contractor should be given the option of
                        replacing the existing items specified for re-
                        moval with new material.  In that case, the
                        last sentence should be rewritten to refer only
                        to damage to items which must be reinstalled.

            2.12a       As written, this paragraph leaves the question
                        of scaled and talus rock open for interpreta-
                        tion.  Scaled rock is definitely to be disposed
                        of, but the requirement for handling talus rock
                        is not clear.

        Please give me your comments as soon as you have had a chance to
        study the proposed changes.

        Very truly yours,



        D. W. Lewis
        General Manager

        dc
```

1. Prepare to transfer this letter.
    Search Ref Code 04 on the left station.
    Search to the letter you just recorded on the right station.

2. Dial PLAY TRANSFER.

3. Transfer the letter, making the revisions marked below.

```
            Date



            Mr. L. M. Hawkins, President
            Brierly and Baxter, Inc.
            28804 N. W. Lander Street
            Los Angeles, California  90000

            Dear Mr. Hawkins:

            Here are my reactions to the existing contract specifications and
    ¶  some recommendations for changes in wording the next time a simi-
            lar case comes up.  If these changes are adopted, I feel sure our
            interests will be as well protected as they are at the present.
            The primary benefit which should accrue from the new wording is a
            more harmonious working relationship.

            1.02c       The contractor should be given the option of
                        replacing the existing items specified for re-
                        moval with new material.  In that case, the
                        last sentence should be rewritten to refer only
                        to damaged to items which must be reinstalled.

            2.12a       As written, this paragraph leaves the question
                        of scaled and talus rock open for interpreta-
                        tion.  Scaled rock is definitely to be disposed
                        of, but the requirement for handling talus rock
                        is not clear.              all types of

            Please give me your comments as soon as you have had a chance to
            study the proposed changes.

            Very truly yours,



            D. W. Lewis
            General Manager

            dc
```

You should have remembered to:

1. Turn to PLAY TRANSFER for the indented material.

2. Skip and retype only the changed words in paragraph 1.02c.

3. Skip all of the last sentence in paragraph 2.12a.

4. Retype the corrected last sentence in paragraph 2.12a, the
    Carrier returns, and the STC.

- Sometimes regular paragraphs are combined on the same page with tables or indented sections.

  You <u>may</u> use ADJ TRANSFER for the regular paragraphs.

  You <u>must</u> use PLAY TRANSFER for the tables and indented sections.

- Record a Stop Trans Code to stop transfer for Right Dial changes (or to change from double to single spacing).

- REVISING TABLES
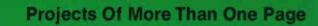
  If a line in a table changes, skip in Line and retype.

  If most of a table changes:
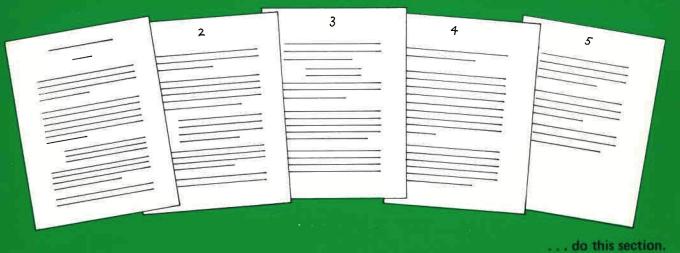
  1. Transfer any good part at the beginning in Line.
  2. Skip the rest in Auto.
  3. Retype the correct tabulation, the CR's and the STC.

- REVISING INDENTED SECTIONS

  If a revision changes the line length:
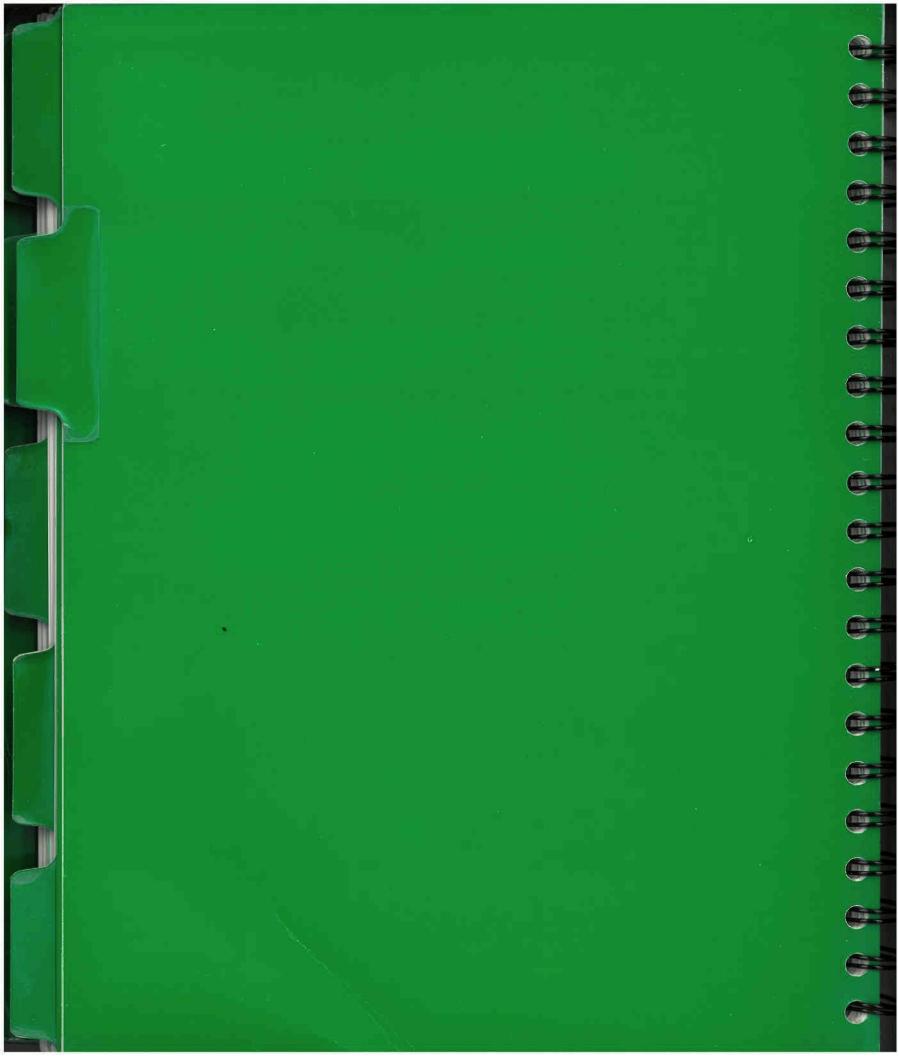
  1. Transfer to the revision.
  2. Skip and retype the rest of the paragraph, the CR's and the STC.

If you type and revise projects more than one page long . . .

2
3
4
5

. . . do this section.
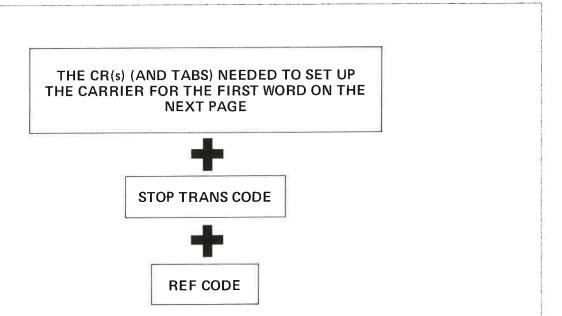
If you do not do this type of work,
go on to the book labeled,
"MT/ST Operating Instructions,
One Tape Station/Two Tape Stations
(Form No. G543-0522)"

You have been ending each project with 2 CR/STC/REF CODE.
All of these projects were only one page long.

Many "real" jobs are longer than that. For any that are, changing
the combination that you record at the end of each page will
make revising and transferring easier.

At the end of each page, record:

THE CR(s) (AND TABS) NEEDED TO SET UP
THE CARRIER FOR THE FIRST WORD ON THE
NEXT PAGE

+

STOP TRANS CODE

+

REF CODE

Assume that each example below is the last line you recorded on
a page.

• in the middle of a paragraph

> Now is the time for all good men to come to the
>   *1 CR /STC/ REF CODE*

• between blocked paragraphs

> The survey should be administered to large groups of
> employees. *2 CR/STC/REF CODE*

• between single – spaced, indented paragraphs
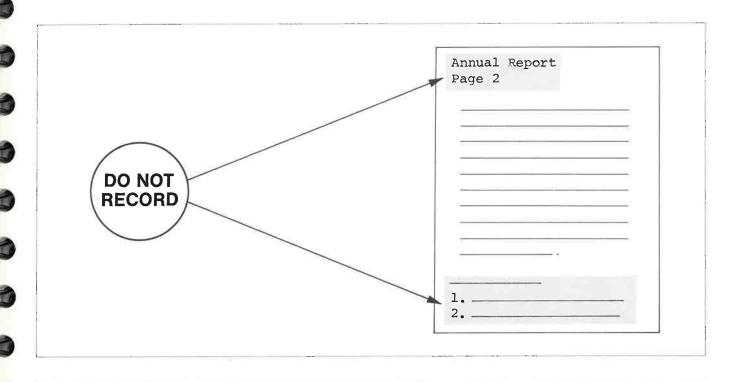
>   Now is the time for all good men to come
> to the aid of their country. *2 CR/TAB/STC/REF CODE*

• between double – spaced, indented paragraphs
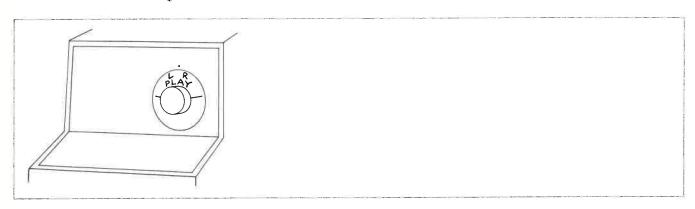
>   They were valued at over $1 billion, followed by
>
> exports of motor vehicles, mainly to Europe.
>   *1 CR/TAB/STC/REF CODE*

Do not record: page numbers
page headings (except on page 1)
footnotes

Annual Report
Page 2

**DO NOT
RECORD**

1.
2.

Pages may be rearranged in a revision. Therefore, page numbers,
headings, and footnotes may not fall in the right place on the
page.

PLAY
L R

Page numbers, headings (except on page 1), and footnotes are
typed only on the final copy after all revisions have been made.
These are typed with the Right Dial set in PLAY (R or L).

Let's pretend that the next exercise, a multiple-page project, came from your boss, Mr. Ainsley. Look at Mr. Ainsley's copy on the next three pages before starting the exercise. Then follow the instructions below:

EXERCISE

1. Load Tape A on the right station.
2. Check your typewriter adjustments:

Elite	Pica
Margins at 20 and 85	Margins at 10 and 75
Tabs set every 5th space	Tabs set every 5th space
(25, 30, 35, 40, etc.)	(15, 20, 25, 30, etc.)
Double spacing	Double spacing

3. Record the material line for line and page for page.
4. Do not record or type anything enclosed in a box. You will know what page headings and footnotes to type on each page of the final copy by keeping Mr. Ainsley's copy.
5. Dial RECORD R and record the project.

AN ECONOMIC ABC: GROSS NATIONAL PRODUCT

What makes the United States a strong and powerful nation? S/P/CR
One of the basic reasons--and there are others--is our insistent
reliance on the importance of the individual, whether he works
alone or whether he works on a team. From this basic concept
stems our free enterprise system, a system which has given us
the best standard of living the world has ever known.

But do you know what makes this economic system of ours
work? Do you know its pattern? Do you know what part the indi-
vidual plays in this system?

And let's begin with you. Let's say that you are Elizabeth
Smith, Mrs. John Smith, whose husband is the owner of a shoe
store--Smith Footwear of Elmwood, Pennsylvania. You have two
children--David, who is fourteen and a freshman in high school
and Joan, who is twelve and in the seventh grade.

Four years ago you and John bought a new home, for which you
had been saving a long time. When the down payment of $2,500
was made, it took most of your savings, so you had to be satis-
fied to keep for at least two more years the car which you had
already driven for a long while.

But the family had decided that a home of its own was more
important than anything else--except, of course, a college edu-
cation for David and Joan. Savings have been accumulating toward
that purpose since the children entered kindergarten.

ICR/TAB/STC/REF CODE

The mortgage payments for the house have been burdensome at times, but they have been arranged so that with careful management the house should be yours—all yours—by the time John retires from his work.

When the youngsters go off to college, you may decide to go back into teaching to help speed mortgage retirement, but that need not be decided now.

These decisions you and John have made are examples of our economic system at work. We call it a free enterprise system. $\frac{S}{P}$/CR What do we mean by enterprise? Webster defines enterprise as "an undertaking which involves activity, courage, energy...," and certainly you know that when John decided to buy his own shoe store from its former owner ten years ago, it took every one of these qualities. Remember the long talks you two had about it?

What do we mean by enterprise?

And what do we mean by free enterprise?

No one told John he had to remain as manager of the shoe department at the Atwood Emporium. You and he alone decided to go into business for yourselves. No government decree now tells him that he must hire certain salesmen, charge certain prices, sell certain kinds of shoes. No one tells him that he must purchase his shoes from this or that manufacturer. Nor does any one tell the Petersons and the Lands and the Bosens and the

1CR /STC /REFCODE
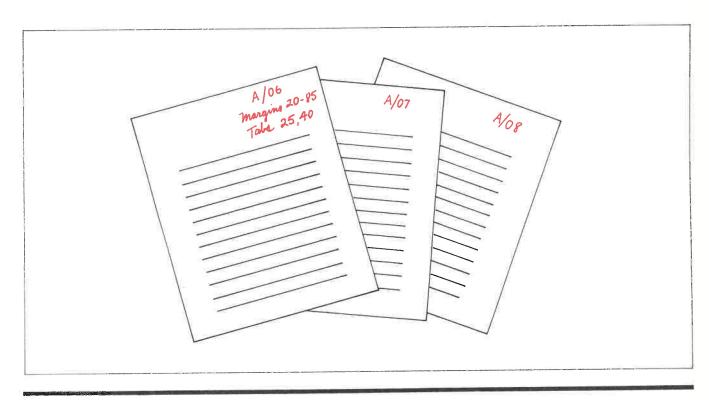
Spauldings that they can buy shoes only from the Atwood Emporium. *S/P/CR*
This is what we mean by free enterprise.
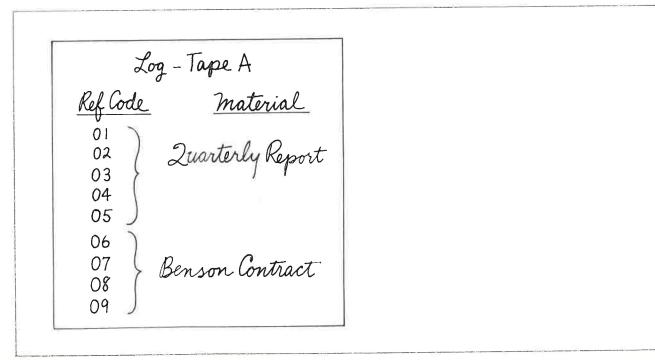
Within the framework of a free enterprise system, John him-
self chooses his occupation, his salesmen, his price range, his
merchandise, and his suppliers. Customers are free to choose
from whom they will buy shoes. *2CR/STC/REF CODE*

Taken from: Do You Know Your Economic ABC's?, Office of Public
Affairs, U. S. Department of Commerce.

For projects more than one page long, make pencil notations of the tape and Ref Code numbers right on the rough copies. You may also make note of other helpful information, such as margins and tab stops.

A/06
Margins 20-85
Tabs 25,40

A/07

A/08

In some cases it will be helpful to make a log on a separate sheet of paper. The needs of your own job will determine this.

Log - Tape A

Ref Code   Material

01
02   Quarterly Report
03
04
05

06
07   Benson Contract
08
09

When you are transferring a multiple-page project and the pages
end at the same place as they did on your record copy:

Page 1   **Page 2**   **Page 3**
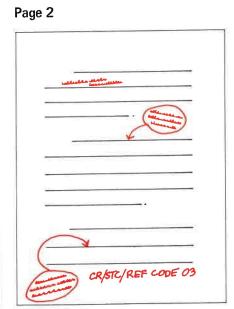
1. Instead of searching the right station between pages, turn your
   Left Dial to LINE and depress the Skip Button once. (This
   is a fast way to move the right tape past the original Ref Code
   to the first word of the next page.)
2. Record a Ref Code.
3. Insert another piece of paper and continue transferring.
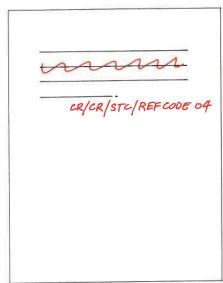
Revisions may make pages in the transfer copy end differently.
This means the original CRs/Tab/STC/Ref Code combination will
fall in the wrong place on the new page.

ORIGINAL RECORDING

Page 1

Page 2

Page 3

CR/TAB/STC/REF CODE 02

CR/STC/REF CODE 03

CR/CR/STC/REF CODE 04

TRANSFER COPIES

Page 1

Page 2

Page 3

CR/TAB/STC/REF CODE 02

CR/STC/REF CODE 03

CR/CR/STC/REF CODE 04
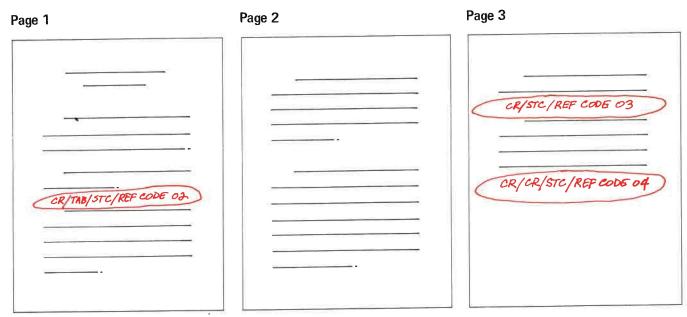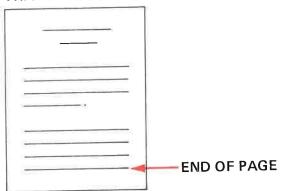
You no longer want the STC/Ref Code where it was recorded
originally.

To prevent the original STC/Ref Code from transferring in the wrong place:

1. Transfer through the last revision <u>before</u> the original page ending.

2. Turn Left Dial to AUTO. Depress Start Button. (It will transfer through the STC at the end of the original page.)

3. Backspace <u>once</u> with the Backspace Key. (You do not want this STC on your left tape. The next thing you transfer will block it out.)

4. Turn Left Dial to LINE. Depress the Skip Button once. (This moves the right tape past the original Ref Code to the first word of the next page.)

5. Continue transferring to where you want the <u>new</u> page to end.

TRANSFER COPY

When you reach the point where you want to end the <u>new</u> page,
you must:

TRANSFER COPY

← END OF PAGE

1. Transfer any CRs and/or tabs recorded on the original tape
   before the next word.
2. Record STC/Ref Code.
3. Insert a clean sheet of paper and continue transferring.

Now you are ready to transfer the project, making the first
revision.

EXERCISE 1

1. Load Tape B (if not already loaded) on the left station.
   Search to the next available Ref Code.
2. Search to the Ref Code of the first page of the project on
   the right station.
3. Set up your typewriter:
   The desired right margin is 80 (Elite), 75 (Pica).
   <u>Reset</u> <u>the</u> <u>Right</u> <u>Margin</u> <u>Stop</u> — ELITE to 91, PICA to 80.

   Set your typewriter on double spacing.

   Insert a sheet of paper and position the Carrier about 1½
   inches from the top of the paper.
4. Turn to ADJ TRANSFER.
5. Transfer the project, making the revisions. You will be shown
   where and how to end the new pages.
   Remember: Do not type page headings, numbers or footnotes yet.

AN ECONOMIC ABC: GROSS NATIONAL PRODUCT

What makes the United States a strong and powerful nation? One of the basic reasons--and there are others--is our insistent reliance on the ~~importance~~ *role* of the individual, whether he works alone or whether he works on a team.⁋ From this basic concept stems our free enterprise system, a system which has given us the best standard of living the world has ever known.

~~But do you know what makes this economic system of ours work? Do you know its pattern? Do you know what part the individual plays in this system?~~

~~And let's begin with you.~~ Let's say that you are Elizabeth Smith, Mrs. John Smith, whose husband is the owner of a shoe store--Smith Footwear of Elmwood, Pennsylvania. You have two children--David, who is fourteen and a freshman in high school and Joan, who is twelve and in the seventh grade.

Four years ago you and John bought a new ~~home, for which you~~ *house.* ~~had been saving a long time.~~ When the down payment of $2,500 was made, it took ~~most of~~ your savings~~; so you had to be satisfied to keep for at least two more years the car which you had already driven for a long while.~~

But the family had decided that a home ~~of its own~~ was more important than anything else--except, of course, a college education for David and Joan. Savings have been accumulating toward that purpose since the children entered kindergarten.

1. Left Dial on AUTO. Transfer through "kindergarten. *CR* / *TAB* / *STC*".

2. Backspace 1 time.

3. Left Dial in LINE. Skip 1 time.

4. Continue transferring to where you want to end new page.

Do not worry about having only a four-space indention after you backspace. The final copy will be correct.

The mortgage payments for the house have ~~been~~ seemed a burdensome at

times, but they have been arranged so that ~~with careful manage-~~

~~ment~~ the house should be yours--all ~~yours~~--by the time John re-

tires from his work.

When the youngsters go off to college, you may decide to go

back into teaching to help speed mortgage retirement, but that

need not be decided now.

These decisions you and John have made are examples of our

economic system at work. We call it a free enterprise system.

What do we mean by enterprise? Webster defines enterprise as

"an undertaking which involves activity, courage, energy...,"

and certainly you know that when John decided to buy his own

shoe store from its former owner ten years ago, it took every

one of these qualities. Remember the long talks you two had

about it?

What do we mean by enterprise?

And what do we mean by free enterprise?

No one told John he had to remain as manager of the shoe

department at the Atwood Emporium. You and he alone decided to

open a store by

~~go into business for~~ yourselves. No government decree now tells

him that he must hire certain salesmen, charge certain prices,

buy

sell certain kinds of shoes. No one tells him ~~that~~ he must ~~pur-~~

~~chase~~ his shoes from this or that manufacturer. Nor does any

one tell the ~~Petersons and the~~ Lands and the Bosens and the

Spauldings that they can buy shoes only from the Atwood Emporium. This is what we mean by free enterprise.

Within the framework of ~~a free enterprise~~ _this_ system, John himself chooses his ~~occupation,~~ _job,_ ~~his~~ salesmen, ~~his~~ price range, ~~his~~ merchandise, and his suppliers. Customers are free to choose from whom they will buy shoes.

REF CODE

Pretend that Mr. Ainsley sends the transfer copy back with
additional revisions.
Mark your transfer copy as he would have done to show these
revisions which are indicated on the next two pages.

AN ECONOMIC ABC: GROSS NATIONAL PRODUCT

What makes the United States a strong and powerful nation?
One of the basic reasons--and there are others--is our insistent
reliance on the role of the individual, whether he works alone
or whether he works on a team.

From this basic concept stems our free enterprise system,
a system which has given us the best standard of living the
world has ever known.

Let's say that you are Elizabeth Smith, Mrs. John Smith,
whose husband is the owner of a shoe store--Smith Footwear of
Elmwood, Pennsylvania. You have two children--David, who is
fourteen and a freshman in high school and Joan, who is twelve
and in the seventh grade.

Four years ago you and John bought a new house. When the
down payment of $2,500 was made, it took all your savings. But the
family had decided that a home was more important than anything
else--except, of course, a college education for David and Joan.
Savings have been accumulating toward that purpose since the
children entered kindergarten.

The mortgage payments for the house have seemed a burden
at times, but they have been arranged so that the house should
be yours by the time John retires from his work.

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When the youngsters go ~~off~~ to college, you may decide to ~~go back into~~ teaching *again* to help speed mortgage retirement, but that need not be decided now.

These decisions you and John have made are examples of our economic system at work. We call it a free enterprise system. What do we mean by enterprise? Webster defines enterprise as "an undertaking which involves activity, courage, energy...," and certainly you know that when John decided to buy his own shoe store from its former owner ten years ago, it took every one of these qualities. Remember the long talks you two had about it?

What do we mean by *free* enterprise?

~~And what do we mean by free enterprise?~~

No one told John he had to remain as manager of the shoe department at the Atwood Emporium. You and he alone decided to open a store by yourselves. No government decree now tells him that he must hire certain salesmen, charge certain prices, sell certain kinds of shoes. No one tells him ~~he must~~ *to* buy his shoes from this or that manufacturer. Nor does any one tell the Lands and the Bosens and the Spauldings that they can buy shoes only from the Atwood Emporium. This is what we mean by free enterprise.

Within the framework of this system, John ~~himself~~ chooses his job, salesmen, price range, merchandise, and his suppliers. Customers are free to choose from whom they will buy shoes.

To revise the project again, you will need to transfer it a second time.
Remember: You can transfer only from right to left.

Switch your tapes:
> Load Tape B on the right station.
> Load Tape A on the left station.

Now you are ready to transfer the project, making the second revision.

EXERCISE 2

1. Search to next available Ref Code on Tape A on the left station.
2. Search to the Ref Code of the first page of the project on Tape B on the right station.
3. Turn to ADJ TRANSFER.
4. Transfer the project, making the revisions you marked on your transfer copy.

You would send the second transfer copy of the project to Mr. Ainsley for further revisions.

If there were none, you would play back a final copy.

EXERCISE 3

1. Dial ADJUST L and search to the Ref Code of the first page of the project.
2. Insert a sheet of paper and position the Carrier about 1½ inches from the top of the paper.
3. Play back the first page. When playback stops, remove the first page.
4. Insert another sheet of paper and position the Carrier about an inch from the top of the paper.

   Set the typewriter for single spacing.

   Type the following at the left margin:*

   > Page 2
   > AN ECONOMIC ABC
   > 3 CR

   (Tab, if the second page begins with a new paragraph.)

5. Set the typewriter for double spacing and search to the Ref Code of the second page.
6. Play back the second page.

   When playback stops, type the following:

   > Taken from: Do You Know Your Economic ABC's?, Office of Public Affairs, U. S. Department of Commerce.

*NOTE: For purposes of this exercise, you are given this information to type on the final copy. However, in your office you would find this information on Mr. Ainsley's copy that you keep with your log copy.

● RECORDING PROJECTS MORE THAN ONE PAGE LONG

At the end of a page, record the CR's (and tabs)/STC/Ref Code needed to set up the Carrier for the first word on the next page.

At the end of a project, record 2CR/STC/Ref Code.

Do not record page numbers, page headings (except on page 1), or footnotes.

Make pencil notations of tape and Ref Code numbers on the rough-draft copy. You also may make note of other information, such as margins, etc.

● TRANSFERRING PROJECTS MORE THAN ONE PAGE LONG

When revisions change original page endings, you must . . .
  . . . Prevent the original STC/Ref Code from transferring:
1. Transfer through the last revision before the original page ending.
2. Turn Left Dial to AUTO and depress Start.
3. When transfer stops, backspace once with the Backspace Key.
4. Turn Left Dial to LINE and depress the Skip Button once.
5. Continue transferring to where you want the new page to end.
  . . . End the new page:
1. Transfer any CR's and/or tabs recorded before the next word.
2. Record STC/Ref Code.
3. Insert a clean sheet of paper and continue transferring.

After transferring, if there are no additional revisions, play back a final copy (if necessary) and type (in PLAY) the page numbers, etc.

If additional revisions still are required, you will have to transfer a second time.

● TRANSFERRING A SECOND TIME

Be sure the tape you created the first time you transferred is on the right station.

Depress Skip twice (in Word) to skip a word with a temporary hyphen that did not print during ADJ TRANSFER.